
INDIANA COMMISSION ON PROPRIETARY EDUCATION*Board of Commissioners Meeting Memorandum*

Date: January 23, 2006

From: Rebecca Carter, Director of Regulatory Compliance

**Subject: ITT TECHNICAL INSTITUTE – INDIANAPOLIS
NEW DEGREE APPLICATIONS**

Staff Recommendations

(1) The staff recommends that ITT Technical Institute - Indianapolis be given the authority to award the Associate of Applied Science degree in the following program with the stipulation that Instructor Qualification Records and documentation be submitted to the commission staff prior to the start date of this program:

(AAS) – Health Information Technology (*residence and online*)

(2) The staff recommends that ITT Technical Institute - Indianapolis be given the authority to award the Bachelor of Science degree in the following programs with the provision that ITT Technical Institute submit Instructor Qualification Record forms and documentation for the faculty of the Health Information Management program before the start date of this program:

(BS) – Business Administration – Finance (*online*)

(BS) – Business Administration – Human Resources Management (*online*)

(BS) – Business Administration – Marketing (*online*)

(BS) – Business Accounting Technology – Financial Accounting (*online*)

(BS) – Business Accounting Technology – Internal Controls (*online*)

(BS) – Construction Management (*residence and online*)

(BS) – Health Information Management (*residence and online*)

Background Information

The Accrediting Commission for Independent Colleges and Schools (ACICS) accredits ITT Technical Institute. This institution plans to offer these programs as both a resident and online program, as noted above.

The AAS in Health Information Technology is comprised of 96-quarter credit hours of training; the Specialty courses are comprised of 75% and the remaining 25% are in General Education courses. The faculty has not yet been hired, but ITT plans to have all faculty hired for this program one-month before the start date. The institution will submit Instructor Qualification Records and supportive documentation to the commission staff for review.

Each of the BS programs is comprised of 180-quarter credit hours of training. The faculty for the first five out of six programs listed above holds a minimum of a master's degree except for one faculty member who holds a bachelor's degree plus a minimum of five (5) years experience in the field of teaching and training. The faculty for the Health Information Management program has not yet been hired, but ITT plans to have all faculty hired for this program one-month before the start date. The institution will submit Instructor Qualification Records and supportive documentation to the commission staff for review.

Supportive Documentation

1. Degree Applications
2. Instructor Qualification Record forms

VIA E-MAIL

January 10, 2006



Ms. Rebecca Carter
Director of Regulatory Compliance
State of Indiana
Commission on Proprietary Education
302 W. Washington St., Room E-201
Indianapolis, IN 46204

RE: New Degree Applications
ITT Technical Institute, Indianapolis, IN

Dear Ms. Carter:

Enclosed please find eight (8) new degree applications submitted on behalf of ITT Technical Institute, Indianapolis, for consideration at the Commission meeting in March. The degree applications are for the following programs:

Associate of Applied Science degree program:

- **Health Information Technology** (*residence and online*)

Bachelor of Science degree programs:

- **Business Administration – Marketing** concentration (*online*)
- **Business Administration – Finance** concentration (*online*)
- **Business Administration – Human Resources Management** concentration (*online*)
- **Business Accounting Technology – Financial Accounting** concentration (*online*)
- **Business Accounting Technology – Internal Controls** concentration (*online*)
- **Construction Management** (*residence and online*)
- **Health Information Management** (*residence and online*)

In addition to the degree application forms, I have attached the required Instructor Qualification Forms and supporting documentation. A check in the amount of \$800.00 (\$100 x 8 degree applications) to cover the application fees will be sent via overnight delivery under separate cover.

As per our communications on December 28, 2005, ITT Technical Institute, Indianapolis, will be revising the format of the Bachelor of Science degree programs in **Business Administration**, **Business Administration-Project Management**, and **Business Accounting Technology**. Currently, there are three individual business programs delivered in both a residence and an online format: (1) **Business Administration**; (2) **Business Administration-Project Management**; and (3) **Business Accounting Technology**. ITT Technical Institute, Indianapolis, intends to merge the business programs into two programs: (1) **Business Administration** with concentrations; and (2) **Business Accounting Technology** with concentrations.

The current **Business Administration** program (*residence and online*) will be re-named, **Business Administration – Marketing Management**, and will become a concentration of the “new” **Business Administration** program. The program’s content and objectives will not be

modified.

The current **Business Administration – Project Management** program (*residence and online*) will become a concentration of the Business Administration program. The concentration will continue to be named, **Business Administration – Project Management**. The program's content and objectives will not be modified.

In addition to the two existing **Business Administration** concentrations (*residence and online*), there will be three (3) new concentrations available online only: **Business Administration – Human Resources Management**, **Business Administration – Finance** and **Business Administration – Marketing**.

The current **Business Accounting Technology** (*online only*) will be re-named, **Business Accounting Technology – Financial Accounting**, and will become a concentration of the “new” **Business Accounting Technology** program. The program's content and objectives will not be modified. A new concentration, **Business Accounting Technology – Internal Controls** (*online only*), will also be added.

The attached chart outlines the proposed changes and additions to the business programs at ITT Technical Institute, Indianapolis.

Students currently enrolled in one of the three individual business programs: **Business Administration** (*residence and online*), **Business Administration – Project Management** (*residence and online*), and **Business Accounting Technology** (*online only*), will be “trained-out”. Once approved, new students, or re-starts, will be enrolled in one of the concentrations in either the **Business Administration** or **Business Accounting Technology** program. Therefore, in addition to any new approvals, ITT Technical Institute, Indianapolis, needs to maintain approval for all business programs as they are currently approved until all current business students have been trained out.

Thank you in advance for your consideration of the new degree applications and the format revisions to the business programs. If you have any questions, or require additional information, please do not hesitate to contact me.

Sincerely,

Angela M. Long

Angela M. Long
Regulatory Affairs Manager

Enclosures

Cc: Melinda Catron, Director, ITT Technical Institute, Indianapolis
Mike McCloughan, Online Programs, ITT Technical Institute, Indianapolis

**ITT TECHNICAL INSTITUTE, INDIANAPOLIS, INDIANA
SCHOOL OF BUSINESS**

CURRENT (Residence)	REVISED/NEW (Residence)
Business Administration (AAS)	No change
(1) Business Administration (BS) (2) Business Administration – Project Management (BS)	(1) Business Administration (BS) <ul style="list-style-type: none"> • Business Administration – Marketing Management concentration • Business Administration – Project Management concentration
Business Accounting Technology (AAS)	No change
Business Accounting Technology (BS)	No change
CURRENT (Online)	REVISE/NEW (Online)
Business Administration (AAS)	No change
(1) Business Administration (BS) (2) Business Administration – Project Management (BS)	(1) Business Administration (BS) <ul style="list-style-type: none"> • Business Administration – Marketing Management concentration • Business Administration – Project Management concentration • Business Administration – Human Resources Management concentration • Business Administration – Finance concentration • Business Administration – Marketing concentration
Business Accounting Technology (AAS)	No change
Business Accounting Technology (BS)	Business Accounting Technology (BS) <ul style="list-style-type: none"> • Business Accounting Technology – Financial Controls concentration • Business Accounting Technology – Internal Controls concentration

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INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Name of Institution ITT Technical Institute

Name of Program Health Information Technology

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Angela M. Long, Regulatory Affairs Manager

Telephone Number 317.706.9234

Date the Form was Prepared January 10, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Health Information Technology program will provide opportunities for the student to learn skills in health data collection, analysis, monitoring, maintenance, and reporting in accordance with established data quality principles, legal and information security standards, and professional best practice guidelines. These functions encompass, among other areas, processing requests for release of personal health information, coding of clinical information, processing and using health data for clinical quality management, billing/reimbursement and compliance purposes while protecting patient privacy.

Graduates of the Health Information Technology program may pursue careers as health information technicians in a variety of health care settings. Entry-level positions may include health data specialist, reimbursement specialist, records technician specialist, clinical coding specialist and patient information coordinator.

The Health Information Technology program will be offered as both a residence program and an online program.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Health Information Technology

TOTAL COURSE HOURS: 96 Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

LENGTH OF PROGRAM: 8 Quarters TUITION: \$38,880

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HT101	Organization of Health Care Delivery	4
HT102	Introduction to the Health Care Record	4
HT103	Medical and Drug Terminology	4
HT104	Release of Personal Health Information	4
HT105	Anatomy and Physiology	4
HT111	Human Diseases	4
HT201	Health Care Statistics	4
HT202	ICD-9-CM Coding	4
HT203	Health Care Data Sets and Specialized Registries	4
HT204	CPT Coding	4
HT205	Health Care Reimbursement Systems	4
HT206	Advanced Coding	4
HT211	Utilization, Risk and Compliance Management	4
HT212	Supervision and Personnel Management in Health Care	4
HT221	Professional Practicum I	4
IT203	Database Development	4
TB133	Strategies for the Technical Professional	4
TB145	Introduction to Computing	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE117	Composition I	4
GE127	College Mathematics I	4
GE150	Survey of the Sciences	4
GE201	Human Biology	4
GE217	Composition II	4
GE347	Group Dynamics	4

Number of Credit/Clock Hrs. in Specialty Courses: 72 / 96 Percentage: 75%
Number of Credit/Clock Hrs. in General Education Courses: 24 / 96 Percentage: 25%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: N/A / N/A Percentage: N/A

Quarter-by-Quarter Outline
Health Information Technology

Course	Course Name	Credit	Contact Hours			
Number		Hours	Theory	Lab	Practicum	Total
QUARTER 1						
TB133	Strategies for the Technical Professional	4	40	0	0	40
TB145	Introduction to Computing	4	30	20	0	50
HT101	Organization of Health Care Delivery	4	40	0	0	40
QUARTER 2						
HT102	Introduction to the Health Care Record	4	40	0	0	40
HT103	Medical and Drug Terminology	4	30	20	0	50
GE150	Survey of the Sciences	4	40	0	0	40
QUARTER 3						
HT104	Release of Personal Health Information	4	40	0	0	40
GE201	Human Biology	4	40	0	0	40
GE117	Composition I	4	40	0	0	40
QUARTER 4						
HT105	Anatomy and Physiology	4	40	0	0	40
HT111	Human Diseases	4	30	20	0	50
GE127	College Mathematics I	4	40	0	0	40
QUARTER 5						
HT201	Health Care Statistics	4	40	0	0	40
HT202	ICD-9-CM Coding	4	30	20	0	50
IT203	Database Development	4	30	20	0	50
QUARTER 6						
HT203	Health Care Data Sets and Specialized Registries	4	40	0	0	40
HT204	CPT Coding	4	30	20	0	50
HT205	Health Care Reimbursement Systems	4	30	20	0	50
QUARTER 7						
HT211	Utilization, Risk and Compliance Management	4	30	20	0	50
HT206	Advanced Coding	4	30	20	0	50
GE347	Group Dynamics	4	40	0	0	40
QUARTER 8						
HT212	Supervision and Personnel Management in Health Care	4	40	0	0	40
GE217	Composition II	4	40	0	0	40
HT221	Professional Practicum I	4	20	0	60	80
PROGRAM TOTAL		96	850	180	60	1090

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Learning Resource Center (LRC) is located on the second floor of the institution and is accessible by all students Monday through Friday 8:00 a.m. to 11:00 p.m. and Saturday 8:00 a.m. to 2:00 p.m. The LRC is currently staffed by a temporary individual who has library work experience. Instructors are assigned to cover additional hours until a full-time librarian and library assistant are hired.

2. Number of volumes of professional material: 1860

3. Number of professional periodicals subscribed to: 15

4. Other library facilities in close geographical proximity for student access:

Public Libraries within a 15 Mile Radius of the Indianapolis Campus	
<u>Library Name</u>	<u>Distance</u>
Archives and Historical Library	8.5
Avon Washington Township Library	14.2
Benjamin Harrison Home Research Library	10.4
Brightwood Library	13.6
Broad Ripple Library	6.1
Broadway Library	7.6
Brown Library	13.3
Brownsburg Public Library	10.9
Butler University Libraries	9.2
Carmel Clay Public Library	6.4
College Avenue Library	10.2
Eagle Library	7.6
East 38th Street Library	13.4
East Washington Library	12.2
Emerson Library	10.4
Fishers Public Library	11.2
Flanner House Library	9.6
Fountain Square Public Library	12.7
Garceau Library	1.7
Glenday Branch Library	6.8
Hamilton East Public Library	14.7
Haughville Library	10.5
Hussey Memorial Library	2.9
Indiana Cooperative Library	11.9
Indiana Professional Library	11.2
Indiana State Library	11.2
Indianapolis Central Library	11.3
Irvington Branch Library	13.3
Irwin Library	6.5
Lawrence Library	10.2
Mother Theresa Hackelmeier Memorial Library (Marion College)	9.2
Nora Library	4.4
Pike Library	3.9
Shelby Library	14.0
Sheridan Public Library	14.6
Spades Park Library	10.9
Speedway Public Library	8.7
University Library (IUPUI)	12.2
Warren Library	15.0
Wayne Library	11.8
West Indianapolis Library	12.1
Westfield Library	9.9

ITT TECHNICAL INSTITUTE, INDIANAPOLIS, INDIANA

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) at the ITT Technical Institute in Indianapolis has been designed and equipped to support the technical, career orientation and life-long learning goals of the institution's educational programs, therefore, the LRC plays a critical role in achieving the educational goals of the institution. The collection (both electronic and paper) is built on the curriculum and includes basic skills and general education holdings and a substantial amount of technical material along with general reference and periodical material selected specifically to address the needs of the student. Experience derived from more than 30 years of operation suggests there is a strong correlation between an institution's ability to retain, graduate and place students and the adequacy of the institution as measured by the volume and/or quality of the facility, equipment, library resources, staff, and support services.

All students will be required to use the LRC to complete specific course assignments and research and to complete certain personal development, career research and resume building exercises. Tutorials in mathematics and electronics will be available in the LRC. Students will indirectly acquire research and critical thinking skills as they complete assignments that require LRC usage. Additionally, it is hoped that the student will develop a broader appreciation for the value of a library that will translate to lifelong usage of this valuable resource.

Included in the LRC will be computers with a variety of software and Internet access, printers, audio-visual equipment and materials and video equipment to further enhance the learning process. The school will continue to add CD-ROM materials and other technology. The school's LRC committee, comprised of the Librarian, Dean, Program Chair(s) and various instructors, will review the LRC holdings annually with the goal of maintaining relevant and up-to-date resource for the institution and educational programs. Care will be taken as the institution increases the number of volumes and other resources so that, rather than arbitrarily adding books, new materials will be appropriate to the curricula and needs of the students as the school grows.

VIRTUAL LIBRARY (VL)

The Virtual Library will be the primary information resource provided to benefit students at ITT Technical Institute. The ITT Tech Virtual Library uses Internet technology that is protected by a password system for entry and security. The ITT Tech Virtual Library has an extensive collection of reference and resource materials for student use on a 24-hour per day basis, 7 days per week, 365 days per year from any Web-enabled computer. Students will be able to access the ITT Tech Virtual Library from the college's LRC and from networked laboratories throughout the college. In addition to the Virtual Library's licensed collection of reference and resource information, links to Web sites of potential interest and benefit to students are provided. The following pages provide a brief summary of the more significant ITT Tech Virtual Library collections. The ITT Tech Virtual Library's collection is frequently expanded based upon new resources becoming available.

The Corporate Librarian, who has a Master of Library Science degree, manages the ITT Tech Virtual Library. She is located in Carmel, Indiana at corporate headquarters. The Corporate Librarian maintains and develops the ITT Tech Virtual Library on-line holdings through active collaboration with the system's other MLS-degreed librarians, local supervisors of the on-site library and service providers at the local level in addition to receiving information from faculty

and curriculum developers. The Corporate Librarian ensures that the ITT Tech Virtual Library complies with accreditation criteria and applicable state regulations.

The ITT Technical Institute Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the ITT Technical Institute curricula. All items are full-text unless otherwise indicated.

At the local level ITT Technical Institute will supplement the national supervision and management of the ITT Tech Virtual Library with on-site support staff. The support staff will be trained in the use of the ITT Tech Virtual Library and will be available to provide research assistance to students during the hours that the LRC is open.

VIRTUAL LIBRARY RESOURCES

REFERENCE DATABASES

Periodical Databases

The Virtual Library currently provides access to approximately 4200 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through nine databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

➤ **ProQuest**

ProQuest databases (4) provide online access to an extensive collection of technology, computing, science, and criminal justice related publications as well as access to nine national newspapers including the WALL STREET JOURNAL and the NEW YORK TIMES. Professional journals in the fields of computer networking, information technology, computer programming, e-commerce, project management, telecommunications, and other technology-related fields are included.

➤ **EbscoHost**

The EbscoHost databases (4) provide access to information on a broad range of general interest topics including business, education, computers, social sciences, health, humanities, science, and the arts. Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies.

➤ **Criminology**

This database includes the full-text of 21 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.

ENCYCLOPEDIAS

➤ **AccessScience**

A database that provides full-text search and retrieval of the 8th edition of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.

➤ **Britannica Online**

The online version of the *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, and links to pertinent Internet sites.

➤ **Encyclopedia of Electrical & Electronics Engineering**

This reference resource published by John Wiley & Sons provides information on a variety of topics ranging from fundamentals of power systems and communications to advanced applications in neural networks and robotics.

➤ **Encyclopedia of Software Engineering**

This reference resource published by John Wiley & Sons provides information regarding the issues and principles of software engineering.

➤ **Encyclopedia of Telecommunications**

This comprehensive encyclopedia published by John Wiley & Sons offers a broad overview of both the fundamentals of and recent advances in telecommunications.

➤ **Gale Virtual Reference Library**

This collection includes:

- Berkshire Encyclopedia of Human-Computer Interaction
- Business Plans Handbook, Volume 11
- Computer Sciences Encyclopedia
- Copyright for Schools: A Practical Guide
- Crime and Punishment in America Reference Library
- Encyclopedia of American Industries
- Encyclopedia of Business and Finance
- Encyclopedia of Communication and Information
- Encyclopedia of Crime and Justice
- Encyclopedia of Law Enforcement
- Encyclopedia of Prisons and Correctional Facilities
- Encyclopedia of Science, Technology and Ethics
- Encyclopedia of Small Business
- Encyclopedia of Sociology
- Encyclopedia of White-Collar and Corporate Crime
- Encyclopedia of the American Constitution
- Gale Encyclopedia of Everyday Law

- Major Acts of Congress
- National Survey of State Laws
- Supreme Court Drama: Cases That Changed America
- West's Encyclopedia of American Law
- World of Forensic Science

Dictionaries

➤ **Oxford Reference Online**

A database that enables access to 125 subject dictionaries and reference works from Oxford University Press. The database brings together content from architecture, science, computing, business, language, history, law, literature, and social sciences into a single cross-referenced resource.

Directories

➤ **Reference USA**

A directory of 12 million U.S. businesses; search by company name, location, SIC code, industry, size, and other criteria.

Business reference

➤ **Mergent Online**

This service is a suite of global business and financial information products including U.S. and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.

Many additional online reference sources are available through the Virtual Library. Our collection includes additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials. The following are a few noteworthy examples:

- **Information Please Almanac** (Almanacs)
This almanac is an excellent source for statistics, facts, and historical records on a wide range of topics including science and technology, economics, and society.
- **Dictionary of Science & Technology** (Dictionaries)
A dictionary of over 130,000 terms from 130 fields of science.
- **Merriam Webster Online** (Dictionaries)
The online version of Merriam Webster Collegiate Dictionary and Collegiate Thesaurus.
- **OneLook Dictionaries** (Dictionaries)
This site offers a search interface for over 750 general and specialized subject dictionaries.
- **Associations on the Net** (Directories)
A collection of over 1100 Internet sites providing information about professional and

trade associations, cultural and art organizations, political parties and advocacy groups, labor unions, academic societies, and research institutions.

- **Sweet's Online** (Directories)
This site offers a comprehensive database of building products and a directory of manufacturers.
- **Thomas Register of American Manufacturers** (Directories)
This database provides information about the products and services of over 156,000 companies. It includes over 7000 supplier catalogs.
- **CIA World Factbook** (Encyclopedias)
An encyclopedia of information about the countries of the world.
- **How Stuff Works** (Encyclopedias)
Illustrated articles explaining how all sorts of things work. Categories include Computers & Internet, Electronics & Communications, and Machines.
- **Internet Public Library** (Libraries)
This website provides an excellent subject directory of recommended websites.
- **LIBWEB: Library Servers via WWW** (Libraries)
- **FedStats: One Stop Shopping for Federal Statistics** (Statistics)
This site provides easy access to a full range of statistics and public information produced by over 70 federal agencies.
- **Statistical Abstract of the U.S.** (Statistics)
This publication contains a collection of statistics on social and economic conditions in the U.S. International data is also included.
- **Statistical Resources on the Web** (Statistics)
This University of Michigan site provides easy access to a variety of statistical sources on topics including health, the environment, science, business, trade, and sociology.
- **ONLINE! Citation Styles** (Style Manuals)
Information on using MLA, APA, Chicago, and CBE to cite and document sources.
- **Sources: Their Use and Acknowledgement** (Style Manuals)
This site from Dartmouth College gives specific information on why, when, and how to cite print or electronic sources.
- **TechTutorials.com** (Tutorials)
A directory of free computer and networking tutorials for the I.T. professional. The directory currently contains over 2000 tutorials.

Books

➤ **Books24x7**

The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, diagrams, and photographs of the print counterpart. The functionality of online full-text books makes them ideally

suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of 500 information technology and business-related titles.

➤ **CRC Press Collections**

EngNetBase, ForensicNetBase, and InfoSecurityNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. The InfoSecurity collection includes books on Internet and multimedia, IT management, networking communications, security and auditing, and systems and computer architecture. ForensicNetBase includes forensics, criminal justice, and law enforcement.

➤ **Ebrary**

A book database that offers full-text online access to over 20,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. This collection also features a rich database of more than 1,050 maps and additional titles in academic subject areas ranging from engineering to general reference. The Business & Economics collection includes thousands of titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection features more than 3,000 titles, over 80% of which were published in 2000 or later. This collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. The history category alone contains over 1,000 titles, with strengths in Ancient, Europe, Great Britain, and U.S. history. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.

➤ **Digital Collections**

The Virtual Library also provides links to many of the major digital collections available on the Web from publishers, colleges and universities, organizations, government, and others interested in sharing and distributing information through the Internet. Titles in these collections represent a wide variety of subjects, including technology, literature, humanities, and science. The following are a few noteworthy examples of sites that offer full-text books:

▪ **Bartleby.com: Great Books Online**

This site includes the complete text of over 30 reference titles including COLUMBIA ENCYCLOPEDIA, AMERICAN HERITAGE DICTIONARY, ROGET'S THESAURUS,

BARTLETT'S QUOTATIONS, CAMBRIDGE HISTORY, BULFINCH'S MYTHOLOGY, OXFORD ENGLISH VERSE, and the Harvard Classics.

- **GPO Access**

GPO Access is a service of the U.S. Government Printing Office that provides electronic access to a wealth of important information products produced by the Federal Government.

- **On-Line Books Page**

The On-Line Books page is a directory of books that can be freely read right on the Internet. It includes over 15,000 books and can be searched by title, author, or Library of Congress Classification.

- **Project Gutenberg**

An enormous collection of electronic texts from the public domain including the works of Shakespeare, Poe, Dante, Darwin, and thousands of others.

REFERENCE RESOURCES

The Virtual Library provides access to a selected collection of authoritative Web sites that support the curricula of the ITT Technical Institutes. The Web site links are arranged by subject and provide easy access to information relevant to coursework in all programs. An extensive collection of links in the following topics areas is available:

- | | |
|------------------------------|---------------------------------|
| ▪ Almanacs | ▪ Health |
| ▪ Arts | ▪ Job Listings |
| ▪ Business | ▪ Libraries |
| ▪ Careers | ▪ Maps |
| ▪ Certification | ▪ Mathematics |
| ▪ Computers | ▪ News |
| ▪ Copyright | ▪ Patents and Trademarks |
| ▪ Dictionaries | ▪ People |
| ▪ Directories | ▪ Physics |
| ▪ Economics | ▪ Project Management |
| ▪ Education | ▪ Quotations |
| ▪ Engineering | ▪ Science |
| ▪ Encyclopedias | ▪ Sociology |
| ▪ Ethics | ▪ Statistics |
| ▪ Government | ▪ Study Skills |
| ▪ Grammar and Writing | ▪ Style Manuals |

ADDITIONAL VIRTUAL LIBRARY RESOURCES

Ask a Librarian

The Virtual Library's Ask a Librarian is a service that provides ITT Technical Institute students, faculty, and staff with the means to seek and receive online library reference services.

ITT Tech Virtual Library users can get help with library resources any time, day or night by utilizing real time online chat. The online chat session is much like any library reference transaction – students ask their questions and librarians respond with suggestions,

explanations, and instructions. During the session, librarians and users can co-browse databases and share Web pages. Afterwards, a transcript of the session is sent to the user's e-mail address so that he/she has a record of the exchange, including links to visited Web sites. It's a great way to get quick help from any location – school, work, or home. The service is staffed by "Librarians by Request" from Tutor.com.

In addition to online chat, users can also ask questions via e-mail. The Ask a Librarian service is being utilized in both ways by students requesting assistance with reference questions, search strategies, and using online resources.

Ask a Librarian is designed to assist students, faculty, and staff to take full advantage of the electronic resources available to them through the ITT Virtual Library. The service provides online assistance to comprise the ITT Virtual Library's online collection, or help with reference questions. Course-related questions are referred to appropriate instructors or Program Chairs. In general, the Ask a Librarian service is a means of providing guidance and support for the information seeker.

Central Search

The ITT Tech Virtual Library offers a centralized search function that permits users to search across multiple databases at the same time. The tool, called Central Search, offers Basic and Advanced Searching. Users may search one, several, or all databases and then link directly to articles, books, and other resources of interest.

Student Research and Information Learning Guides

Student research guides are available through the Virtual Library to provide online assistance to students at the first stage of research. The research guides cover topics that represent common assignments made by ITT Technical Institute faculty. Relevant sources of information, both print and online, are identified. The guides serve as pathfinders for the students and are structured to assist in the development of information literacy skills. Self-paced exercises to aid in the development of information literacy skills are also available. Tutorials on various topics of interest to our student body are also provided.

My Links

A personal links service that allows students, faculty, and staff to store their favorite and frequently used Web links is provided. Each time a user enters the Virtual Library, his selected resources are available. This service improves speed and convenience during the research process.

Faculty/Staff Resources

The Virtual Library currently houses thirteen discussion forums targeted to specific staff groups. The discussion forums offer staff an easy and convenient way to communicate with colleagues regarding common questions, issues, procedures, concerns, and activities. The forums are moderated and serve as an always up-to-date conduit of information. The staff resource areas are being continuously developed to provide resources and services to support our educational mission. In addition to access to the ITT/ESI Employee Handbook, faculty and staff also have access to professional development materials, manuals, textbooks, and training materials.

Campus Suggestion Box

Students, faculty and staff are encouraged to submit their ideas to their School Director.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 0 **Full-time:** 0 **Part-time:** 0

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
<p>New faculty for the proposed program will be hired approximately one (1) month in advance of the program start date so that they can familiarize themselves with the curriculum. Consequently, the application does not contain any Instructor Qualification Records. As an institution regulated by the Indiana Commission on Proprietary Education, the Indianapolis campus will comply with standards relative to faculty qualifications.</p>						

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Name of Institution ITT Technical Institute - Indianapolis

Name of Program Business Administration – Finance

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Angela M. Long, Regulatory Affairs Manager

Telephone Number 317.706.9234

Date the Form was Prepared January 10, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Business Administration program offers a foundation to develop business knowledge and skills. It combines the study of fundamentals of marketing, finance, communication and strategic management while emphasizing the impact of the dynamic, global information age on business. The program includes principles of professional business communication and methods and techniques used in the information age, while also offering instruction on teamwork, technology, problem solving, leadership, multi-cultural management issues and general education, including the humanities, composition, mathematics, the sciences and the social sciences.

A blend of business administration knowledge and finance skills is crucial to the operation, acquisition, growth and management of any organization. The Finance concentration combines the study of the fundamentals in the functional areas of business with skills in finance and financial services. Core competencies include tools and techniques used in finance for planning financial strategies with an emphasis on financial services in today's global economy.

Business administration skills are important in every organization, from government to the private sector and from small local companies to multi-national companies. The Finance concentration offers graduates the opportunity to develop knowledge and skills that can help them begin careers in a variety of entry-level business or financial services positions including those in the fields of insurance, risk management and investments.

The Business Administration – Finance concentration will be offered as an online program.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Administration – Finance

TOTAL COURSE HOURS: 180 Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

LENGTH OF PROGRAM: 15 Quarters TUITION: \$72,900

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>BF320</u>	<u>Monetary Policies and Financial Institutions</u>	<u>4</u>
<u>BF321</u>	<u>Investment and Portfolio Management</u>	<u>4</u>
<u>BF420</u>	<u>Financial Planning</u>	<u>4</u>
<u>BF421</u>	<u>Risk Management and Insurance</u>	<u>4</u>
<u>BF422</u>	<u>International Finance</u>	<u>4</u>
<u>BU111</u>	<u>Accounting I</u>	<u>4</u>
<u>BU112</u>	<u>Accounting II</u>	<u>4</u>
<u>BU121</u>	<u>Introduction to Business in a Global Society</u>	<u>4</u>
<u>BU131</u>	<u>Business and Information Systems</u>	<u>4</u>
<u>BU151</u>	<u>Principles of Supervision</u>	<u>4</u>
<u>BU213</u>	<u>Financial Accounting: Reporting and Analysis</u>	<u>4</u>
<u>BU214</u>	<u>Fundamentals of Tax Preparation</u>	<u>4</u>
<u>BU222</u>	<u>Business Law and Regulation</u>	<u>4</u>
<u>BU241</u>	<u>Principles of Marketing</u>	<u>4</u>
<u>BU271</u>	<u>Principles of Professional Communication</u>	<u>4</u>
<u>BU272</u>	<u>Professional Presentation</u>	<u>4</u>
<u>BU315</u>	<u>Cost Accounting and Budgeting I</u>	<u>4</u>
<u>BU323</u>	<u>Money and Banking</u>	<u>4</u>
<u>BU352</u>	<u>Principles of Management</u>	<u>4</u>
<u>BU362</u>	<u>Financial Capital and Markets</u>	<u>4</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BU425	Global Issues in Business and Economics	4
BU454	Small Business and Franchise Management	4
BU455	Business Policy and Strategy	4
BU459	Strategic Management Project	4
BU473	Management of Corporate and Virtual Teams	4
EC311	Introduction to Project Management	4
EC312	Project Management Techniques	4
TB133	Strategies for the Technical Professional	4
TB145	Introduction to Computing	4
TB184	Problem Solving	4
TB332	Professional Procedures and Portfolio Development	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EG351	Social Psychology	4
EG371	Research Methods	4
EG372	Written Analysis	4
EG381	Statistics	4
EG462	Contemporary World Culture	4
EG468	Ethics	4
EG481	Environmental Issues	4
GE117	Composition I	4
GE127	College Mathematics I	4
GE192	College Mathematics II	4
GE217	Composition II	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE273	Microeconomics	4
GE274	Macroeconomics	4
GE347	Group Dynamics	4

Number of Credit/Clock Hrs. in Specialty Courses: 124 / 180 Percentage: 69%

Number of Credit/Clock Hrs. in General Education Courses: 56 / 180 Percentage: 31%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: N/A / N/A Percentage: N/A

Quarter-by-Quarter Outline
Business Administration – Finance

Course Number	Course Title	Credit Hours	Contact Hours		
			Theory	Lab	Total
QUARTER 1					
TB133	Strategies for the Technical Professional	4	40	0	40
TB184	Problem Solving	4	40	0	40
BU121	Introduction to Business in a Global Society	4	40	0	40
QUARTER 2					
TB145	Introduction to Computing	4	30	20	50
BU151	Principles of Supervision	4	40	0	40
GE127	College Mathematics I	4	40	0	40
QUARTER 3					
BU111	Accounting I	4	30	20	50
BU131	Business and Information Systems	4	30	20	50
GE117	Composition I	4	40	0	40
QUARTER 4					
BU112	Accounting II	4	30	20	50
BU222	Business Law and Regulation	4	40	0	40
GE217	Composition II	4	40	0	40
QUARTER 5					
BU271	Principles of Professional Communication	4	40	0	40
BU272	Professional Presentation	4	40	0	40
GE192	College Mathematics II	4	40	0	40
QUARTER 6					
BU352	Principles of Management	4	40	0	40
BU213	Financial Accounting: Reporting and Analysis	4	40	0	40
GE273	Microeconomics	4	40	0	40
QUARTER 7					
BU214	Fundamentals of Tax Preparation	4	30	20	50
EC311	Introduction to Project Management	4	40	0	40
GE274	Macroeconomics	4	40	0	40
QUARTER 8					
BU323	Money and Banking	4	40	0	40
EC312	Project Management Techniques	4	40	0	40
EG371	Research Methods	4	40	0	40
QUARTER 9					
BU315	Cost Accounting and Budgeting I	4	40	0	40
BU241	Principles of Marketing	4	40	0	40
EG381	Statistics	4	40	0	40
QUARTER 10					
BF320	Monetary Policies and Financial Institutions	4	40	0	40
BU362	Financial Capital and Markets	4	40	0	40
EG372	Written Analysis	4	40	0	40
QUARTER 11					
BF321	Investment and Portfolio Management	4	30	20	50
BU454	Small Business and Franchise Management	4	40	0	40
EG462	Contemporary World Culture	4	40	0	40
QUARTER 12					
BF420	Financial Planning	4	30	20	50
BU425	Global Issues in Business and Economics	4	40	0	40
EG351	Social Psychology	4	40	0	40
QUARTER 13					
BF421	Risk Management and Insurance	4	40	0	40
BU455	Business Policy and Strategy	4	40	0	40
GE347	Group Dynamics	4	40	0	40
QUARTER 14					
BF422	International Finance	4	40	0	40
BU473	Management of Corporate and Virtual Teams	4	40	0	40
TB332	Professional Procedures and Portfolio Development	4	40	0	40
QUARTER 15					
BU459	Strategic Management Project	4	40	0	40
EG468	Ethics	4	40	0	40
EG481	Environmental Issues	4	40	0	40
		180	1730	140	1870

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Learning Resource Center (LRC) is located on the second floor of the institution and is accessible by all students Monday through Friday 8:00 a.m. to 11:00 p.m. and Saturday 8:00 a.m. to 2:00 p.m. The LRC is currently staffed by a temporary individual who has library work experience. Instructors are assigned to cover additional hours until a full-time librarian and library assistant are hired.

2. Number of volumes of professional material: 1860

3. Number of professional periodicals subscribed to: 15

4. Other library facilities in close geographical proximity for student access:

Public Libraries within a 15 Mile Radius of the Indianapolis Campus	
<u>Library Name</u>	<u>Distance</u>
Archives and Historical Library	8.5
Avon Washington Township Library	14.2
Benjamin Harrison Home Research Library	10.4
Brightwood Library	13.6
Broad Ripple Library	6.1
Broadway Library	7.6
Brown Library	13.3
Brownsburg Public Library	10.9
Butler University Libraries	9.2
Carmel Clay Public Library	6.4
College Avenue Library	10.2
Eagle Library	7.6
East 38th Street Library	13.4
East Washington Library	12.2
Emerson Library	10.4
Fishers Public Library	11.2
Flanner House Library	9.6
Fountain Square Public Library	12.7
Garceau Library	1.7
Glenday Branch Library	6.8
Hamilton East Public Library	14.7
Haughville Library	10.5
Hussey Memorial Library	2.9
Indiana Cooperative Library	11.9
Indiana Professional Library	11.2
Indiana State Library	11.2
Indianapolis Central Library	11.3
Irvington Branch Library	13.3
Irwin Library	6.5
Lawrence Library	10.2
Mother Theresa Hackelmeier Memorial Library (Marion College)	9.2
Nora Library	4.4
Pike Library	3.9
Shelby Library	14.0
Sheridan Public Library	14.6
Spades Park Library	10.9
Speedway Public Library	8.7
University Library (IUPUI)	12.2
Warren Library	15.0
Wayne Library	11.8
West Indianapolis Library	12.1
Westfield Library	9.9

ITT TECHNICAL INSTITUTE, INDIANAPOLIS, INDIANA

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) at the ITT Technical Institute in Indianapolis has been designed and equipped to support the technical, career orientation and life-long learning goals of the institution's educational programs, therefore, the LRC plays a critical role in achieving the educational goals of the institution. The collection (both electronic and paper) is built on the curriculum and includes basic skills and general education holdings and a substantial amount of technical material along with general reference and periodical material selected specifically to address the needs of the student. Experience derived from more than 30 years of operation suggests there is a strong correlation between an institution's ability to retain, graduate and place students and the adequacy of the institution as measured by the volume and/or quality of the facility, equipment, library resources, staff, and support services.

All students will be required to use the LRC to complete specific course assignments and research and to complete certain personal development, career research and resume building exercises. Tutorials in mathematics and electronics will be available in the LRC. Students will indirectly acquire research and critical thinking skills as they complete assignments that require LRC usage. Additionally, it is hoped that the student will develop a broader appreciation for the value of a library that will translate to lifelong usage of this valuable resource.

Included in the LRC will be computers with a variety of software and Internet access, printers, audio-visual equipment and materials and video equipment to further enhance the learning process. The school will continue to add CD-ROM materials and other technology. The school's LRC committee, comprised of the Librarian, Dean, Program Chair(s) and various instructors, will review the LRC holdings annually with the goal of maintaining relevant and up-to-date resource for the institution and educational programs. Care will be taken as the institution increases the number of volumes and other resources so that, rather than arbitrarily adding books, new materials will be appropriate to the curricula and needs of the students as the school grows.

VIRTUAL LIBRARY (VL)

The Virtual Library will be the primary information resource provided to benefit students at ITT Technical Institute. The ITT Tech Virtual Library uses Internet technology that is protected by a password system for entry and security. The ITT Tech Virtual Library has an extensive collection of reference and resource materials for student use on a 24-hour per day basis, 7 days per week, 365 days per year from any Web-enabled computer. Students will be able to access the ITT Tech Virtual Library from the college's LRC and from networked laboratories throughout the college. In addition to the Virtual Library's licensed collection of reference and resource information, links to Web sites of potential interest and benefit to students are provided. The following pages provide a brief summary of the more significant ITT Tech Virtual Library collections. The ITT Tech Virtual Library's collection is frequently expanded based upon new resources becoming available.

The Corporate Librarian, who has a Master of Library Science degree, manages the ITT Tech Virtual Library. She is located in Carmel, Indiana at corporate headquarters. The Corporate Librarian maintains and develops the ITT Tech Virtual Library on-line holdings through active collaboration with the system's other MLS-degreed librarians, local supervisors of the on-site library and service providers at the local level in addition to receiving information from faculty

and curriculum developers. The Corporate Librarian ensures that the ITT Tech Virtual Library complies with accreditation criteria and applicable state regulations.

The ITT Technical Institute Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the ITT Technical Institute curricula. All items are full-text unless otherwise indicated.

At the local level ITT Technical Institute will supplement the national supervision and management of the ITT Tech Virtual Library with on-site support staff. The support staff will be trained in the use of the ITT Tech Virtual Library and will be available to provide research assistance to students during the hours that the LRC is open.

VIRTUAL LIBRARY RESOURCES

REFERENCE DATABASES

Periodical Databases

The Virtual Library currently provides access to approximately 4200 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through nine databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

➤ **ProQuest**

ProQuest databases (4) provide online access to an extensive collection of technology, computing, science, and criminal justice related publications as well as access to nine national newspapers including the WALL STREET JOURNAL and the NEW YORK TIMES. Professional journals in the fields of computer networking, information technology, computer programming, e-commerce, project management, telecommunications, and other technology-related fields are included.

➤ **EbscoHost**

The EbscoHost databases (4) provide access to information on a broad range of general interest topics including business, education, computers, social sciences, health, humanities, science, and the arts. Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies.

➤ **Criminology**

This database includes the full-text of 21 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.

ENCYCLOPEDIAS

➤ **AccessScience**

A database that provides full-text search and retrieval of the 8th edition of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.

➤ **Britannica Online**

The online version of the *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, and links to pertinent Internet sites.

➤ **Encyclopedia of Electrical & Electronics Engineering**

This reference resource published by John Wiley & Sons provides information on a variety of topics ranging from fundamentals of power systems and communications to advanced applications in neural networks and robotics.

➤ **Encyclopedia of Software Engineering**

This reference resource published by John Wiley & Sons provides information regarding the issues and principles of software engineering.

➤ **Encyclopedia of Telecommunications**

This comprehensive encyclopedia published by John Wiley & Sons offers a broad overview of both the fundamentals of and recent advances in telecommunications.

➤ **Gale Virtual Reference Library**

This collection includes:

- Berkshire Encyclopedia of Human-Computer Interaction
- Business Plans Handbook, Volume 11
- Computer Sciences Encyclopedia
- Copyright for Schools: A Practical Guide
- Crime and Punishment in America Reference Library
- Encyclopedia of American Industries
- Encyclopedia of Business and Finance
- Encyclopedia of Communication and Information
- Encyclopedia of Crime and Justice
- Encyclopedia of Law Enforcement
- Encyclopedia of Prisons and Correctional Facilities
- Encyclopedia of Science, Technology and Ethics
- Encyclopedia of Small Business
- Encyclopedia of Sociology
- Encyclopedia of White-Collar and Corporate Crime
- Encyclopedia of the American Constitution
- Gale Encyclopedia of Everyday Law

- Major Acts of Congress
- National Survey of State Laws
- Supreme Court Drama: Cases That Changed America
- West's Encyclopedia of American Law
- World of Forensic Science

Dictionaries

➤ **Oxford Reference Online**

A database that enables access to 125 subject dictionaries and reference works from Oxford University Press. The database brings together content from architecture, science, computing, business, language, history, law, literature, and social sciences into a single cross-referenced resource.

Directories

➤ **Reference USA**

A directory of 12 million U.S. businesses; search by company name, location, SIC code, industry, size, and other criteria.

Business reference

➤ **Mergent Online**

This service is a suite of global business and financial information products including U.S. and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.

Many additional online reference sources are available through the Virtual Library. Our collection includes additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials. The following are a few noteworthy examples:

- **Information Please Almanac** (Almanacs)
This almanac is an excellent source for statistics, facts, and historical records on a wide range of topics including science and technology, economics, and society.
- **Dictionary of Science & Technology** (Dictionaries)
A dictionary of over 130,000 terms from 130 fields of science.
- **Merriam Webster Online** (Dictionaries)
The online version of Merriam Webster Collegiate Dictionary and Collegiate Thesaurus.
- **OneLook Dictionaries** (Dictionaries)
This site offers a search interface for over 750 general and specialized subject dictionaries.
- **Associations on the Net** (Directories)
A collection of over 1100 Internet sites providing information about professional and

trade associations, cultural and art organizations, political parties and advocacy groups, labor unions, academic societies, and research institutions.

- **Sweet's Online** (Directories)
This site offers a comprehensive database of building products and a directory of manufacturers.
- **Thomas Register of American Manufacturers** (Directories)
This database provides information about the products and services of over 156,000 companies. It includes over 7000 supplier catalogs.
- **CIA World Factbook** (Encyclopedias)
An encyclopedia of information about the countries of the world.
- **How Stuff Works** (Encyclopedias)
Illustrated articles explaining how all sorts of things work. Categories include Computers & Internet, Electronics & Communications, and Machines.
- **Internet Public Library** (Libraries)
This website provides an excellent subject directory of recommended websites.
- **LIBWEB: Library Servers via WWW** (Libraries)
- **FedStats: One Stop Shopping for Federal Statistics** (Statistics)
This site provides easy access to a full range of statistics and public information produced by over 70 federal agencies.
- **Statistical Abstract of the U.S.** (Statistics)
This publication contains a collection of statistics on social and economic conditions in the U.S. International data is also included.
- **Statistical Resources on the Web** (Statistics)
This University of Michigan site provides easy access to a variety of statistical sources on topics including health, the environment, science, business, trade, and sociology.
- **ONLINE! Citation Styles** (Style Manuals)
Information on using MLA, APA, Chicago, and CBE to cite and document sources.
- **Sources: Their Use and Acknowledgement** (Style Manuals)
This site from Dartmouth College gives specific information on why, when, and how to cite print or electronic sources.
- **TechTutorials.com** (Tutorials)
A directory of free computer and networking tutorials for the I.T. professional. The directory currently contains over 2000 tutorials.

Books

➤ **Books24x7**

The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, diagrams, and photographs of the print counterpart. The functionality of online full-text books makes them ideally

suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of 500 information technology and business-related titles.

➤ **CRC Press Collections**

EngNetBase, ForensicNetBase, and InfoSecurityNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. The InfoSecurity collection includes books on Internet and multimedia, IT management, networking communications, security and auditing, and systems and computer architecture. ForensicNetBase includes forensics, criminal justice, and law enforcement.

➤ **Ebrary**

A book database that offers full-text online access to over 20,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. This collection also features a rich database of more than 1,050 maps and additional titles in academic subject areas ranging from engineering to general reference. The Business & Economics collection includes thousands of titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection features more than 3,000 titles, over 80% of which were published in 2000 or later. This collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. The history category alone contains over 1,000 titles, with strengths in Ancient, Europe, Great Britain, and U.S. history. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.

➤ **Digital Collections**

The Virtual Library also provides links to many of the major digital collections available on the Web from publishers, colleges and universities, organizations, government, and others interested in sharing and distributing information through the Internet. Titles in these collections represent a wide variety of subjects, including technology, literature, humanities, and science. The following are a few noteworthy examples of sites that offer full-text books:

▪ **Bartleby.com: Great Books Online**

This site includes the complete text of over 30 reference titles including COLUMBIA ENCYCLOPEDIA, AMERICAN HERITAGE DICTIONARY, ROGET'S THESAURUS,

BARTLETT'S QUOTATIONS, CAMBRIDGE HISTORY, BULFINCH'S MYTHOLOGY, OXFORD ENGLISH VERSE, and the Harvard Classics.

- **GPO Access**

GPO Access is a service of the U.S. Government Printing Office that provides electronic access to a wealth of important information products produced by the Federal Government.

- **On-Line Books Page**

The On-Line Books page is a directory of books that can be freely read right on the Internet. It includes over 15,000 books and can be searched by title, author, or Library of Congress Classification.

- **Project Gutenberg**

An enormous collection of electronic texts from the public domain including the works of Shakespeare, Poe, Dante, Darwin, and thousands of others.

REFERENCE RESOURCES

The Virtual Library provides access to a selected collection of authoritative Web sites that support the curricula of the ITT Technical Institutes. The Web site links are arranged by subject and provide easy access to information relevant to coursework in all programs. An extensive collection of links in the following topics areas is available:

- | | |
|------------------------------|---------------------------------|
| ▪ Almanacs | ▪ Health |
| ▪ Arts | ▪ Job Listings |
| ▪ Business | ▪ Libraries |
| ▪ Careers | ▪ Maps |
| ▪ Certification | ▪ Mathematics |
| ▪ Computers | ▪ News |
| ▪ Copyright | ▪ Patents and Trademarks |
| ▪ Dictionaries | ▪ People |
| ▪ Directories | ▪ Physics |
| ▪ Economics | ▪ Project Management |
| ▪ Education | ▪ Quotations |
| ▪ Engineering | ▪ Science |
| ▪ Encyclopedias | ▪ Sociology |
| ▪ Ethics | ▪ Statistics |
| ▪ Government | ▪ Study Skills |
| ▪ Grammar and Writing | ▪ Style Manuals |

ADDITIONAL VIRTUAL LIBRARY RESOURCES

Ask a Librarian

The Virtual Library's Ask a Librarian is a service that provides ITT Technical Institute students, faculty, and staff with the means to seek and receive online library reference services.

ITT Tech Virtual Library users can get help with library resources any time, day or night by utilizing real time online chat. The online chat session is much like any library reference transaction – students ask their questions and librarians respond with suggestions,

explanations, and instructions. During the session, librarians and users can co-browse databases and share Web pages. Afterwards, a transcript of the session is sent to the user's e-mail address so that he/she has a record of the exchange, including links to visited Web sites. It's a great way to get quick help from any location – school, work, or home. The service is staffed by "Librarians by Request" from Tutor.com.

In addition to online chat, users can also ask questions via e-mail. The Ask a Librarian service is being utilized in both ways by students requesting assistance with reference questions, search strategies, and using online resources.

Ask a Librarian is designed to assist students, faculty, and staff to take full advantage of the electronic resources available to them through the ITT Virtual Library. The service provides online assistance to comprise the ITT Virtual Library's online collection, or help with reference questions. Course-related questions are referred to appropriate instructors or Program Chairs. In general, the Ask a Librarian service is a means of providing guidance and support for the information seeker.

Central Search

The ITT Tech Virtual Library offers a centralized search function that permits users to search across multiple databases at the same time. The tool, called Central Search, offers Basic and Advanced Searching. Users may search one, several, or all databases and then link directly to articles, books, and other resources of interest.

Student Research and Information Learning Guides

Student research guides are available through the Virtual Library to provide online assistance to students at the first stage of research. The research guides cover topics that represent common assignments made by ITT Technical Institute faculty. Relevant sources of information, both print and online, are identified. The guides serve as pathfinders for the students and are structured to assist in the development of information literacy skills. Self-paced exercises to aid in the development of information literacy skills are also available. Tutorials on various topics of interest to our student body are also provided.

My Links

A personal links service that allows students, faculty, and staff to store their favorite and frequently used Web links is provided. Each time a user enters the Virtual Library, his selected resources are available. This service improves speed and convenience during the research process.

Faculty/Staff Resources

The Virtual Library currently houses thirteen discussion forums targeted to specific staff groups. The discussion forums offer staff an easy and convenient way to communicate with colleagues regarding common questions, issues, procedures, concerns, and activities. The forums are moderated and serve as an always up-to-date conduit of information. The staff resource areas are being continuously developed to provide resources and services to support our educational mission. In addition to access to the ITT/ESI Employee Handbook, faculty and staff also have access to professional development materials, manuals, textbooks, and training materials.

Campus Suggestion Box

Students, faculty and staff are encouraged to submit their ideas to their School Director.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 24 Full-time: 3 Part-time: 21

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Autrey, Carolyn	MS	8	9 months	8		X
Crump, Ashley	MA	2	1	2		X
D'Antignac, Melissa	MS	3	2 months	10 months		X
Duggins, David	MBA	2	3 months	0		X
Dunn, Cathleen	PhD	4	1	4		X
Edwards, David	MBA	13	1	2		X
Green, Virginia	MAFM	4	4 months	7		X
Haws, Michael	MBA	13	1	0		X
Hill, Jennifer	MA	1	9 months	2		X
Horsley, Jill	MS	5	5 months	0		X
Hoshirar, Mitra	MA	5	1	5		X
Huhner, Sheran	MBA	10	9 months	9 months		X
Lockwood, Robert	PhD	20	9 months	20		X
Manderville, Patricia	MA	5	3	5		X
McDaniel, Nathan	MBA	3	1	0		X
O'Hare, Carrie	MA	20	5 months	5 months		X
Paulin, Kelly	MEd	2	6 months	2		X
Rodgers, Angelic	PhD	6	1	6		X
Simon, Trevor	MBA	5	1	1		X
Stevenson, Carolyn	EdD	6	1	6		X
Tackett, Ryan	MS	1	11 months	0	X	

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Thomas, Shelly	MBA	0	6	4	X	
Walters, Derrick	MBA	20	11 months	0		X
Wilkerson, Mikal	MBA	4	3	2	X	

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Name of Institution ITT Technical Institute - Indianapolis

Name of Program Business Administration – Human Resources Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Angela M. Long, Regulatory Affairs Manager

Telephone Number 317.706.9234

Date the Form was Prepared January 10, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Business Administration program offers a foundation to develop business knowledge and skills. It combines the study of fundamentals of marketing, finance, communication and strategic management while emphasizing the impact of the dynamic, global information age on business. The program includes principles of professional business communication and methods and techniques used in the information age, while also offering instruction on teamwork, technology, problem solving, leadership, multi-cultural management issues and general education, including the humanities, composition, mathematics, the sciences and the social sciences.

A blend of business administration knowledge and human resource management skills is an important aspect in the operation, growth and management of any organization. The Business Administration – Human Resources Management concentration combines the study of the fundamentals in the functional areas of business with an emphasis on knowledge and skills in compensation and benefit administration, employment law, workforce planning, training and development, and organizational behavior.

Business administration skills are important in every organization, from government to the private sector and from small local companies to multi-national companies. The Human Resources Management concentration offers graduates the opportunity to develop knowledge and skills that can help them begin careers in a variety of entry-level business positions, especially those in recruitment, staffing and human resource departments.

The Business Administration – Human Resources Management concentration will be offered as an online program.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Administration – Human Resources Management

TOTAL COURSE HOURS: 180 Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

LENGTH OF PROGRAM: 15 Quarters TUITION: \$72,900

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>BH354</u>	<u>Workforce Planning</u>	<u>4</u>
<u>BH355</u>	<u>Compensation and Benefits</u>	<u>4</u>
<u>BH356</u>	<u>Organizational Behavior</u>	<u>4</u>
<u>BH357</u>	<u>Employment Law</u>	<u>4</u>
<u>BH458</u>	<u>Training and Development</u>	<u>4</u>
<u>BU111</u>	<u>Accounting I</u>	<u>4</u>
<u>BU112</u>	<u>Accounting II</u>	<u>4</u>
<u>BU121</u>	<u>Introduction to Business in a Global Society</u>	<u>4</u>
<u>BU131</u>	<u>Business and Information Systems</u>	<u>4</u>
<u>BU151</u>	<u>Principles of Supervision</u>	<u>4</u>
<u>BU213</u>	<u>Financial Accounting: Reporting and Analysis</u>	<u>4</u>
<u>BU214</u>	<u>Fundamentals of Tax Preparation</u>	<u>4</u>
<u>BU222</u>	<u>Business Law and Regulation</u>	<u>4</u>
<u>BU241</u>	<u>Principles of Marketing</u>	<u>4</u>
<u>BU271</u>	<u>Principles of Professional Communication</u>	<u>4</u>
<u>BU272</u>	<u>Professional Presentation</u>	<u>4</u>
<u>BU315</u>	<u>Cost Accounting and Budgeting I</u>	<u>4</u>
<u>BU323</u>	<u>Money and Banking</u>	<u>4</u>
<u>BU352</u>	<u>Principles of Management</u>	<u>4</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BU353	Human Resource Management	4
BU362	Financial Capital and Markets	4
BU454	Small Business and Franchise Management	4
BU455	Business Policy and Strategy	4
BU459	Strategic Management Project	4
BU473	Management of Corporate and Virtual Teams	4
EC311	Introduction to Project Management	4
EC312	Project Management Techniques	4
TB133	Strategies for the Technical Professional	4
TB145	Introduction to Computing	4
TB184	Problem Solving	4
TB332	Professional Procedures and Portfolio Development	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EG351	Social Psychology	4
EG371	Research Methods	4
EG372	Written Analysis	4
EG381	Statistics	4
EG462	Contemporary World Culture	4
EG468	Ethics	4
EG481	Environmental Issues	4
GE117	Composition I	4
GE127	College Mathematics I	4
GE192	College Mathematics II	4
GE217	Composition II	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE273	Microeconomics	4
GE274	Macroeconomics	4
GE347	Group Dynamics	4

Number of Credit/Clock Hrs. in Specialty Courses: 124 / 180 Percentage: 69%

Number of Credit/Clock Hrs. in General Education Courses: 56 / 180 Percentage: 31%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: N/A / N/A Percentage: N/A

Quarter-by-Quarter Outline
Business Administration – Human Resources Management

Course Number	Course Title	Credit Hours	Contact Hours		
			Theory	Lab	Total
QUARTER 1					
TB133	Strategies for the Technical Professional	4	40	0	40
TB184	Problem Solving	4	40	0	40
BU121	Introduction to Business in a Global Society	4	40	0	40
QUARTER 2					
TB145	Introduction to Computing	4	30	20	50
BU151	Principles of Supervision	4	40	0	40
GE127	College Mathematics I	4	40	0	40
QUARTER 3					
BU111	Accounting I	4	30	20	50
BU131	Business and Information Systems	4	30	20	50
GE117	Composition I	4	40	0	40
QUARTER 4					
BU112	Accounting II	4	30	20	50
BU222	Business Law and Regulation	4	40	0	40
GE217	Composition II	4	40	0	40
QUARTER 5					
BU271	Principles of Professional Communication	4	40	0	40
BU272	Professional Presentation	4	40	0	40
GE192	College Mathematics II	4	40	0	40
QUARTER 6					
BU352	Principles of Management	4	40	0	40
BU213	Financial Accounting: Reporting and Analysis	4	40	0	40
GE273	Microeconomics	4	40	0	40
QUARTER 7					
BU214	Fundamentals of Tax Preparation	4	30	20	50
EC311	Introduction to Project Management	4	40	0	40
GE274	Macroeconomics	4	40	0	40
QUARTER 8					
BU323	Money and Banking	4	40	0	40
EC312	Project Management Techniques	4	40	0	40
EG371	Research Methods	4	40	0	40
QUARTER 9					
BU241	Principles of Marketing	4	40	0	40
BU353	Human Resource Management	4	40	0	40
EG381	Statistics	4	40	0	40
QUARTER 10					
BH354	Workforce Planning	4	40	0	40
BU362	Financial Capital and Markets	4	40	0	40
EG372	Written Analysis	4	40	0	40
QUARTER 11					
BH355	Compensation and Benefits	4	40	0	40
BU315	Cost Accounting and Budgeting I	4	40	0	40
GE347	Group Dynamics	4	40	0	40
QUARTER 12					
BH356	Organizational Behavior	4	40	0	40
BU473	Management of Corporate and Virtual Teams	4	40	0	40
EG468	Ethics	4	40	0	40
QUARTER 13					
BH357	Employment Law	4	40	0	40
BU454	Small Business and Franchise Management	4	40	0	40
EG351	Social Psychology	4	40	0	40
QUARTER 14					
BH458	Training and Development	4	40	0	40
EG462	Contemporary World Culture	4	40	0	40
TB332	Professional Procedures and Portfolio Development	4	40	0	40
QUARTER 15					
BU455	Business Policy and Strategy	4	40	0	40
BU459	Strategic Management Project	4	40	0	40
EG481	Environmental Issues	4	40	0	40
		180	1750	100	1850

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Learning Resource Center (LRC) is located on the second floor of the institution and is accessible by all students Monday through Friday 8:00 a.m. to 11:00 p.m. and Saturday 8:00 a.m. to 2:00 p.m. The LRC is currently staffed by a temporary individual who has library work experience. Instructors are assigned to cover additional hours until a full-time librarian and library assistant are hired.

2. Number of volumes of professional material: 1860

3. Number of professional periodicals subscribed to: 15

4. Other library facilities in close geographical proximity for student access:

Public Libraries within a 15 Mile Radius of the Indianapolis Campus	
<u>Library Name</u>	<u>Distance</u>
Archives and Historical Library	8.5
Avon Washington Township Library	14.2
Benjamin Harrison Home Research Library	10.4
Brightwood Library	13.6
Broad Ripple Library	6.1
Broadway Library	7.6
Brown Library	13.3
Brownsburg Public Library	10.9
Butler University Libraries	9.2
Carmel Clay Public Library	6.4
College Avenue Library	10.2
Eagle Library	7.6
East 38th Street Library	13.4
East Washington Library	12.2
Emerson Library	10.4
Fishers Public Library	11.2
Flanner House Library	9.6
Fountain Square Public Library	12.7
Garceau Library	1.7
Glenday Branch Library	6.8
Hamilton East Public Library	14.7
Haughville Library	10.5
Hussey Memorial Library	2.9
Indiana Cooperative Library	11.9
Indiana Professional Library	11.2
Indiana State Library	11.2
Indianapolis Central Library	11.3
Irvington Branch Library	13.3
Irwin Library	6.5
Lawrence Library	10.2
Mother Theresa Hackelmeier Memorial Library (Marion College)	9.2
Nora Library	4.4
Pike Library	3.9
Shelby Library	14.0
Sheridan Public Library	14.6
Spades Park Library	10.9
Speedway Public Library	8.7
University Library (IUPUI)	12.2
Warren Library	15.0
Wayne Library	11.8
West Indianapolis Library	12.1
Westfield Library	9.9

ITT TECHNICAL INSTITUTE, INDIANAPOLIS, INDIANA

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) at the ITT Technical Institute in Indianapolis has been designed and equipped to support the technical, career orientation and life-long learning goals of the institution's educational programs, therefore, the LRC plays a critical role in achieving the educational goals of the institution. The collection (both electronic and paper) is built on the curriculum and includes basic skills and general education holdings and a substantial amount of technical material along with general reference and periodical material selected specifically to address the needs of the student. Experience derived from more than 30 years of operation suggests there is a strong correlation between an institution's ability to retain, graduate and place students and the adequacy of the institution as measured by the volume and/or quality of the facility, equipment, library resources, staff, and support services.

All students will be required to use the LRC to complete specific course assignments and research and to complete certain personal development, career research and resume building exercises. Tutorials in mathematics and electronics will be available in the LRC. Students will indirectly acquire research and critical thinking skills as they complete assignments that require LRC usage. Additionally, it is hoped that the student will develop a broader appreciation for the value of a library that will translate to lifelong usage of this valuable resource.

Included in the LRC will be computers with a variety of software and Internet access, printers, audio-visual equipment and materials and video equipment to further enhance the learning process. The school will continue to add CD-ROM materials and other technology. The school's LRC committee, comprised of the Librarian, Dean, Program Chair(s) and various instructors, will review the LRC holdings annually with the goal of maintaining relevant and up-to-date resource for the institution and educational programs. Care will be taken as the institution increases the number of volumes and other resources so that, rather than arbitrarily adding books, new materials will be appropriate to the curricula and needs of the students as the school grows.

VIRTUAL LIBRARY (VL)

The Virtual Library will be the primary information resource provided to benefit students at ITT Technical Institute. The ITT Tech Virtual Library uses Internet technology that is protected by a password system for entry and security. The ITT Tech Virtual Library has an extensive collection of reference and resource materials for student use on a 24-hour per day basis, 7 days per week, 365 days per year from any Web-enabled computer. Students will be able to access the ITT Tech Virtual Library from the college's LRC and from networked laboratories throughout the college. In addition to the Virtual Library's licensed collection of reference and resource information, links to Web sites of potential interest and benefit to students are provided. The following pages provide a brief summary of the more significant ITT Tech Virtual Library collections. The ITT Tech Virtual Library's collection is frequently expanded based upon new resources becoming available.

The Corporate Librarian, who has a Master of Library Science degree, manages the ITT Tech Virtual Library. She is located in Carmel, Indiana at corporate headquarters. The Corporate Librarian maintains and develops the ITT Tech Virtual Library on-line holdings through active collaboration with the system's other MLS-degreed librarians, local supervisors of the on-site library and service providers at the local level in addition to receiving information from faculty

and curriculum developers. The Corporate Librarian ensures that the ITT Tech Virtual Library complies with accreditation criteria and applicable state regulations.

The ITT Technical Institute Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the ITT Technical Institute curricula. All items are full-text unless otherwise indicated.

At the local level ITT Technical Institute will supplement the national supervision and management of the ITT Tech Virtual Library with on-site support staff. The support staff will be trained in the use of the ITT Tech Virtual Library and will be available to provide research assistance to students during the hours that the LRC is open.

VIRTUAL LIBRARY RESOURCES

REFERENCE DATABASES

Periodical Databases

The Virtual Library currently provides access to approximately 4200 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through nine databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

➤ **ProQuest**

ProQuest databases (4) provide online access to an extensive collection of technology, computing, science, and criminal justice related publications as well as access to nine national newspapers including the WALL STREET JOURNAL and the NEW YORK TIMES. Professional journals in the fields of computer networking, information technology, computer programming, e-commerce, project management, telecommunications, and other technology-related fields are included.

➤ **EbscoHost**

The EbscoHost databases (4) provide access to information on a broad range of general interest topics including business, education, computers, social sciences, health, humanities, science, and the arts. Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies.

➤ **Criminology**

This database includes the full-text of 21 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.

ENCYCLOPEDIAS

➤ **AccessScience**

A database that provides full-text search and retrieval of the 8th edition of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.

➤ **Britannica Online**

The online version of the *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, and links to pertinent Internet sites.

➤ **Encyclopedia of Electrical & Electronics Engineering**

This reference resource published by John Wiley & Sons provides information on a variety of topics ranging from fundamentals of power systems and communications to advanced applications in neural networks and robotics.

➤ **Encyclopedia of Software Engineering**

This reference resource published by John Wiley & Sons provides information regarding the issues and principles of software engineering.

➤ **Encyclopedia of Telecommunications**

This comprehensive encyclopedia published by John Wiley & Sons offers a broad overview of both the fundamentals of and recent advances in telecommunications.

➤ **Gale Virtual Reference Library**

This collection includes:

- Berkshire Encyclopedia of Human-Computer Interaction
- Business Plans Handbook, Volume 11
- Computer Sciences Encyclopedia
- Copyright for Schools: A Practical Guide
- Crime and Punishment in America Reference Library
- Encyclopedia of American Industries
- Encyclopedia of Business and Finance
- Encyclopedia of Communication and Information
- Encyclopedia of Crime and Justice
- Encyclopedia of Law Enforcement
- Encyclopedia of Prisons and Correctional Facilities
- Encyclopedia of Science, Technology and Ethics
- Encyclopedia of Small Business
- Encyclopedia of Sociology
- Encyclopedia of White-Collar and Corporate Crime
- Encyclopedia of the American Constitution
- Gale Encyclopedia of Everyday Law

- Major Acts of Congress
- National Survey of State Laws
- Supreme Court Drama: Cases That Changed America
- West's Encyclopedia of American Law
- World of Forensic Science

Dictionaries

➤ **Oxford Reference Online**

A database that enables access to 125 subject dictionaries and reference works from Oxford University Press. The database brings together content from architecture, science, computing, business, language, history, law, literature, and social sciences into a single cross-referenced resource.

Directories

➤ **Reference USA**

A directory of 12 million U.S. businesses; search by company name, location, SIC code, industry, size, and other criteria.

Business reference

➤ **Mergent Online**

This service is a suite of global business and financial information products including U.S. and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.

Many additional online reference sources are available through the Virtual Library. Our collection includes additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials. The following are a few noteworthy examples:

- **Information Please Almanac** (Almanacs)
This almanac is an excellent source for statistics, facts, and historical records on a wide range of topics including science and technology, economics, and society.
- **Dictionary of Science & Technology** (Dictionaries)
A dictionary of over 130,000 terms from 130 fields of science.
- **Merriam Webster Online** (Dictionaries)
The online version of Merriam Webster Collegiate Dictionary and Collegiate Thesaurus.
- **OneLook Dictionaries** (Dictionaries)
This site offers a search interface for over 750 general and specialized subject dictionaries.
- **Associations on the Net** (Directories)
A collection of over 1100 Internet sites providing information about professional and

trade associations, cultural and art organizations, political parties and advocacy groups, labor unions, academic societies, and research institutions.

- **Sweet's Online** (Directories)
This site offers a comprehensive database of building products and a directory of manufacturers.
- **Thomas Register of American Manufacturers** (Directories)
This database provides information about the products and services of over 156,000 companies. It includes over 7000 supplier catalogs.
- **CIA World Factbook** (Encyclopedias)
An encyclopedia of information about the countries of the world.
- **How Stuff Works** (Encyclopedias)
Illustrated articles explaining how all sorts of things work. Categories include Computers & Internet, Electronics & Communications, and Machines.
- **Internet Public Library** (Libraries)
This website provides an excellent subject directory of recommended websites.
- **LIBWEB: Library Servers via WWW** (Libraries)
- **FedStats: One Stop Shopping for Federal Statistics** (Statistics)
This site provides easy access to a full range of statistics and public information produced by over 70 federal agencies.
- **Statistical Abstract of the U.S.** (Statistics)
This publication contains a collection of statistics on social and economic conditions in the U.S. International data is also included.
- **Statistical Resources on the Web** (Statistics)
This University of Michigan site provides easy access to a variety of statistical sources on topics including health, the environment, science, business, trade, and sociology.
- **ONLINE! Citation Styles** (Style Manuals)
Information on using MLA, APA, Chicago, and CBE to cite and document sources.
- **Sources: Their Use and Acknowledgement** (Style Manuals)
This site from Dartmouth College gives specific information on why, when, and how to cite print or electronic sources.
- **TechTutorials.com** (Tutorials)
A directory of free computer and networking tutorials for the I.T. professional. The directory currently contains over 2000 tutorials.

Books

➤ **Books24x7**

The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, diagrams, and photographs of the print counterpart. The functionality of online full-text books makes them ideally

suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of 500 information technology and business-related titles.

➤ **CRC Press Collections**

EngNetBase, ForensicNetBase, and InfoSecurityNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. The InfoSecurity collection includes books on Internet and multimedia, IT management, networking communications, security and auditing, and systems and computer architecture. ForensicNetBase includes forensics, criminal justice, and law enforcement.

➤ **Ebrary**

A book database that offers full-text online access to over 20,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. This collection also features a rich database of more than 1,050 maps and additional titles in academic subject areas ranging from engineering to general reference. The Business & Economics collection includes thousands of titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection features more than 3,000 titles, over 80% of which were published in 2000 or later. This collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. The history category alone contains over 1,000 titles, with strengths in Ancient, Europe, Great Britain, and U.S. history. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.

➤ **Digital Collections**

The Virtual Library also provides links to many of the major digital collections available on the Web from publishers, colleges and universities, organizations, government, and others interested in sharing and distributing information through the Internet. Titles in these collections represent a wide variety of subjects, including technology, literature, humanities, and science. The following are a few noteworthy examples of sites that offer full-text books:

▪ **Bartleby.com: Great Books Online**

This site includes the complete text of over 30 reference titles including COLUMBIA ENCYCLOPEDIA, AMERICAN HERITAGE DICTIONARY, ROGET'S THESAURUS,

BARTLETT'S QUOTATIONS, CAMBRIDGE HISTORY, BULFINCH'S MYTHOLOGY, OXFORD ENGLISH VERSE, and the Harvard Classics.

- **GPO Access**

GPO Access is a service of the U.S. Government Printing Office that provides electronic access to a wealth of important information products produced by the Federal Government.

- **On-Line Books Page**

The On-Line Books page is a directory of books that can be freely read right on the Internet. It includes over 15,000 books and can be searched by title, author, or Library of Congress Classification.

- **Project Gutenberg**

An enormous collection of electronic texts from the public domain including the works of Shakespeare, Poe, Dante, Darwin, and thousands of others.

REFERENCE RESOURCES

The Virtual Library provides access to a selected collection of authoritative Web sites that support the curricula of the ITT Technical Institutes. The Web site links are arranged by subject and provide easy access to information relevant to coursework in all programs. An extensive collection of links in the following topics areas is available:

- | | |
|------------------------------|---------------------------------|
| ▪ Almanacs | ▪ Health |
| ▪ Arts | ▪ Job Listings |
| ▪ Business | ▪ Libraries |
| ▪ Careers | ▪ Maps |
| ▪ Certification | ▪ Mathematics |
| ▪ Computers | ▪ News |
| ▪ Copyright | ▪ Patents and Trademarks |
| ▪ Dictionaries | ▪ People |
| ▪ Directories | ▪ Physics |
| ▪ Economics | ▪ Project Management |
| ▪ Education | ▪ Quotations |
| ▪ Engineering | ▪ Science |
| ▪ Encyclopedias | ▪ Sociology |
| ▪ Ethics | ▪ Statistics |
| ▪ Government | ▪ Study Skills |
| ▪ Grammar and Writing | ▪ Style Manuals |

ADDITIONAL VIRTUAL LIBRARY RESOURCES

Ask a Librarian

The Virtual Library's Ask a Librarian is a service that provides ITT Technical Institute students, faculty, and staff with the means to seek and receive online library reference services.

ITT Tech Virtual Library users can get help with library resources any time, day or night by utilizing real time online chat. The online chat session is much like any library reference transaction – students ask their questions and librarians respond with suggestions,

explanations, and instructions. During the session, librarians and users can co-browse databases and share Web pages. Afterwards, a transcript of the session is sent to the user's e-mail address so that he/she has a record of the exchange, including links to visited Web sites. It's a great way to get quick help from any location – school, work, or home. The service is staffed by "Librarians by Request" from Tutor.com.

In addition to online chat, users can also ask questions via e-mail. The Ask a Librarian service is being utilized in both ways by students requesting assistance with reference questions, search strategies, and using online resources.

Ask a Librarian is designed to assist students, faculty, and staff to take full advantage of the electronic resources available to them through the ITT Virtual Library. The service provides online assistance to comprise the ITT Virtual Library's online collection, or help with reference questions. Course-related questions are referred to appropriate instructors or Program Chairs. In general, the Ask a Librarian service is a means of providing guidance and support for the information seeker.

Central Search

The ITT Tech Virtual Library offers a centralized search function that permits users to search across multiple databases at the same time. The tool, called Central Search, offers Basic and Advanced Searching. Users may search one, several, or all databases and then link directly to articles, books, and other resources of interest.

Student Research and Information Learning Guides

Student research guides are available through the Virtual Library to provide online assistance to students at the first stage of research. The research guides cover topics that represent common assignments made by ITT Technical Institute faculty. Relevant sources of information, both print and online, are identified. The guides serve as pathfinders for the students and are structured to assist in the development of information literacy skills. Self-paced exercises to aid in the development of information literacy skills are also available. Tutorials on various topics of interest to our student body are also provided.

My Links

A personal links service that allows students, faculty, and staff to store their favorite and frequently used Web links is provided. Each time a user enters the Virtual Library, his selected resources are available. This service improves speed and convenience during the research process.

Faculty/Staff Resources

The Virtual Library currently houses thirteen discussion forums targeted to specific staff groups. The discussion forums offer staff an easy and convenient way to communicate with colleagues regarding common questions, issues, procedures, concerns, and activities. The forums are moderated and serve as an always up-to-date conduit of information. The staff resource areas are being continuously developed to provide resources and services to support our educational mission. In addition to access to the ITT/ESI Employee Handbook, faculty and staff also have access to professional development materials, manuals, textbooks, and training materials.

Campus Suggestion Box

Students, faculty and staff are encouraged to submit their ideas to their School Director.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 24 Full-time: 3 Part-time: 21

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Autrey, Carolyn	MS	8	9 months	8		X
Crump, Ashley	MA	2	1	2		X
D'Antignac, Melissa	MS	3	2 months	10 months		X
Duggins, David	MBA	2	3 months	0		X
Dunn, Cathleen	PhD	4	1	4		X
Edwards, David	MBA	13	1	2		X
Green, Virginia	MAFM	4	4 months	7		X
Haws, Michael	MBA	13	1	0		X
Hill, Jennifer	MA	1	9 months	2		X
Horsley, Jill	MS	5	5 months	0		X
Hoshirar, Mitra	MA	5	1	5		X
Huhner, Sheran	MBA	10	9 months	9 months		X
Lockwood, Robert	PhD	20	9 months	20		X
Manderville, Patricia	MA	5	3	5		X
McDaniel, Nathan	MBA	3	1	0		X
O'Hare, Carrie	MA	20	5 months	5 months		X
Paulin, Kelly	MEd	2	6 months	2		X
Rodgers, Angelic	PhD	6	1	6		X
Simon, Trevor	MBA	5	1	1		X
Stevenson, Carolyn	EdD	6	1	6		X
Tackett, Ryan	MS	1	11 months	0	X	

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Thomas, Shelly	MBA	0	6	4	X	
Walters, Derrick	MBA	20	11 months	0		X
Wilkerson, Mikal	MBA	4	3	2	X	

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Name of Institution ITT Technical Institute - Indianapolis

Name of Program Business Administration – Marketing

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Angela M. Long, Regulatory Affairs Manager

Telephone Number 317.706.9234

Date the Form was Prepared January 10, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Business Administration program offers a foundation to develop business knowledge and skills. It combines the study of fundamentals of marketing, finance, communication and strategic management while emphasizing the impact of the dynamic, global information age on business. The program includes principles of professional business communication and methods and techniques used in the information age, while also offering instruction on teamwork, technology, problem solving, leadership, multi-cultural management issues and general education, including the humanities, composition, mathematics, the sciences and the social sciences.

Marketing consists of many activities including identifying customer needs, developing goods and services to satisfy those needs, communicating information about products to potential customers, and logistics and distribution management, which assures that products are delivered to customers as needed. The Marketing concentration builds on fundamental knowledge and skills in marketing and sales management in a global environment. Core competencies include tools and techniques used in retailing, market research, promotion, and sales management for planning marketing strategies with an emphasis on services marketing.

Business administration skills are important in every organization, from government to the private sector and from small local companies to multi-national companies. The Marketing concentration offers graduates the opportunity to develop knowledge and skills that can help them begin careers in a variety of entry-level business, general marketing and retailing positions. Marketing offers a wide variety of career paths including advertising, sales and marketing research.

The Business Administration – Marketing concentration will be offered as an online program.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Administration – Marketing

TOTAL COURSE HOURS: 180 Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

LENGTH OF PROGRAM: 15 Quarters TUITION: \$72,900

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>BU111</u>	<u>Accounting I</u>	<u>4</u>
<u>BU112</u>	<u>Accounting II</u>	<u>4</u>
<u>BU121</u>	<u>Introduction to Business in a Global Society</u>	<u>4</u>
<u>BU131</u>	<u>Business and Information Systems</u>	<u>4</u>
<u>BU151</u>	<u>Principles of Supervision</u>	<u>4</u>
<u>BU213</u>	<u>Financial Accounting: Reporting and Analysis</u>	<u>4</u>
<u>BU222</u>	<u>Business Law and Regulation</u>	<u>4</u>
<u>BU241</u>	<u>Principles of Marketing</u>	<u>4</u>
<u>BU242</u>	<u>Consumer Behavior</u>	<u>4</u>
<u>BU271</u>	<u>Principles of Professional Communication</u>	<u>4</u>
<u>BU272</u>	<u>Professional Presentation</u>	<u>4</u>
<u>BU343</u>	<u>Marketing Research</u>	<u>4</u>
<u>BU344</u>	<u>Marketing and the Internet</u>	<u>4</u>
<u>BU346</u>	<u>Principles of Retailing</u>	<u>4</u>
<u>BU347</u>	<u>Sales Management</u>	<u>4</u>
<u>BU348</u>	<u>Promotion and Advertising</u>	<u>4</u>
<u>BU349</u>	<u>Services Marketing</u>	<u>4</u>
<u>BU352</u>	<u>Principles of Management</u>	<u>4</u>
<u>BU362</u>	<u>Financial Capital and Markets</u>	<u>4</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BU444	International Marketing	4
BU445	Integrated Marketing Communication	4
BU454	Small Business and Franchise Management	4
BU455	Business Policy and Strategy	4
BU459	Strategic Management Project	4
BU473	Management of Corporate and Virtual Teams	4
EC311	Introduction to Project Management	4
EC312	Project Management Techniques	4
TB133	Strategies for the Technical Professional	4
TB145	Introduction to Computing	4
TB184	Problem Solving	4
TB332	Professional Procedures and Portfolio Development	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EG351	Social Psychology	4
EG371	Research Methods	4
EG372	Written Analysis	4
EG381	Statistics	4
EG462	Contemporary World Culture	4
EG468	Ethics	4
EG481	Environmental Issues	4
GE117	Composition I	4
GE127	College Mathematics I	4
GE192	College Mathematics II	4
GE217	Composition II	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE273	Microeconomics	4
GE274	Macroeconomics	4
GE347	Group Dynamics	4

Number of Credit/Clock Hrs. in Specialty Courses: 124 / 180 Percentage: 69%

Number of Credit/Clock Hrs. in General Education Courses: 56 / 180 Percentage: 31%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: N/A / N/A Percentage: N/A

Quarter-by-Quarter Outline
Business Administration – Marketing

Course Number	Course Title	Credit Hours	Contact Hours		
			Theory	Lab	Total
QUARTER 1					
TB133	Strategies for the Technical Professional	4	40	0	40
TB184	Problem Solving	4	40	0	40
BU121	Introduction to Business in a Global Society	4	40	0	40
QUARTER 2					
TB145	Introduction to Computing	4	30	20	50
BU151	Principles of Supervision	4	40	0	40
GE127	College Mathematics I	4	40	0	40
QUARTER 3					
BU111	Accounting I	4	30	20	50
BU131	Business and Information Systems	4	30	20	50
GE117	Composition I	4	40	0	40
QUARTER 4					
BU112	Accounting II	4	30	20	50
BU222	Business Law and Regulation	4	40	0	40
GE217	Composition II	4	40	0	40
QUARTER 5					
BU271	Principles of Professional Communication	4	40	0	40
BU272	Professional Presentation	4	40	0	40
GE192	College Mathematics II	4	40	0	40
QUARTER 6					
BU352	Principles of Management	4	40	0	40
BU213	Financial Accounting: Reporting and Analysis	4	40	0	40
GE273	Microeconomics	4	40	0	40
QUARTER 7					
BU241	Principles of Marketing	4	40	0	40
EC311	Introduction to Project Management	4	40	0	40
GE274	Macroeconomics	4	40	0	40
QUARTER 8					
BU242	Consumer Behavior	4	40	0	40
EC312	Project Management Techniques	4	40	0	40
EG371	Research Methods	4	40	0	40
QUARTER 9					
BU346	Principles of Retailing	4	40	0	40
BU362	Financial Capital and Markets	4	40	0	40
EG381	Statistics	4	40	0	40
QUARTER 10					
BU343	Marketing Research	4	40	0	40
BU347	Sales Management	4	40	0	40
EG372	Written Analysis	4	40	0	40
QUARTER 11					
BU348	Promotion and Advertising	4	40	0	40
BU344	Marketing and the Internet	4	40	0	40
GE347	Group Dynamics	4	40	0	40
QUARTER 12					
BU349	Services Marketing	4	40	0	40
BU473	Management of Corporate and Virtual Teams	4	40	0	40
EG468	Ethics	4	40	0	40
QUARTER 13					
BU444	International Marketing	4	40	0	40
EG462	Contemporary World Culture	4	40	0	40
BU454	Small Business and Franchise Management	4	40	0	40
QUARTER 14					
BU445	Integrated Marketing Communication	4	40	0	40
EG351	Social Psychology	4	40	0	40
TB332	Professional Procedures and Portfolio Development	4	40	0	40
QUARTER 15					
BU455	Business Policy and Strategy	4	40	0	40
BU459	Strategic Management Project	4	40	0	40
EG481	Environmental Issues	4	40	0	40
		180	1760	80	1840

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Learning Resource Center (LRC) is located on the second floor of the institution and is accessible by all students Monday through Friday 8:00 a.m. to 11:00 p.m. and Saturday 8:00 a.m. to 2:00 p.m. The LRC is currently staffed by a temporary individual who has library work experience. Instructors are assigned to cover additional hours until a full-time librarian and library assistant are hired.

2. Number of volumes of professional material: 1860

3. Number of professional periodicals subscribed to: 15

4. Other library facilities in close geographical proximity for student access:

Public Libraries within a 15 Mile Radius of the Indianapolis Campus	
<u>Library Name</u>	<u>Distance</u>
Archives and Historical Library	8.5
Avon Washington Township Library	14.2
Benjamin Harrison Home Research Library	10.4
Brightwood Library	13.6
Broad Ripple Library	6.1
Broadway Library	7.6
Brown Library	13.3
Brownsburg Public Library	10.9
Butler University Libraries	9.2
Carmel Clay Public Library	6.4
College Avenue Library	10.2
Eagle Library	7.6
East 38th Street Library	13.4
East Washington Library	12.2
Emerson Library	10.4
Fishers Public Library	11.2
Flanner House Library	9.6
Fountain Square Public Library	12.7
Garceau Library	1.7
Glenday Branch Library	6.8
Hamilton East Public Library	14.7
Haughville Library	10.5
Hussey Memorial Library	2.9
Indiana Cooperative Library	11.9
Indiana Professional Library	11.2
Indiana State Library	11.2
Indianapolis Central Library	11.3
Irvington Branch Library	13.3
Irwin Library	6.5
Lawrence Library	10.2
Mother Theresa Hackelmeier Memorial Library (Marion College)	9.2
Nora Library	4.4
Pike Library	3.9
Shelby Library	14.0
Sheridan Public Library	14.6
Spades Park Library	10.9
Speedway Public Library	8.7
University Library (IUPUI)	12.2
Warren Library	15.0
Wayne Library	11.8
West Indianapolis Library	12.1
Westfield Library	9.9

ITT TECHNICAL INSTITUTE, INDIANAPOLIS, INDIANA

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) at the ITT Technical Institute in Indianapolis has been designed and equipped to support the technical, career orientation and life-long learning goals of the institution's educational programs, therefore, the LRC plays a critical role in achieving the educational goals of the institution. The collection (both electronic and paper) is built on the curriculum and includes basic skills and general education holdings and a substantial amount of technical material along with general reference and periodical material selected specifically to address the needs of the student. Experience derived from more than 30 years of operation suggests there is a strong correlation between an institution's ability to retain, graduate and place students and the adequacy of the institution as measured by the volume and/or quality of the facility, equipment, library resources, staff, and support services.

All students will be required to use the LRC to complete specific course assignments and research and to complete certain personal development, career research and resume building exercises. Tutorials in mathematics and electronics will be available in the LRC. Students will indirectly acquire research and critical thinking skills as they complete assignments that require LRC usage. Additionally, it is hoped that the student will develop a broader appreciation for the value of a library that will translate to lifelong usage of this valuable resource.

Included in the LRC will be computers with a variety of software and Internet access, printers, audio-visual equipment and materials and video equipment to further enhance the learning process. The school will continue to add CD-ROM materials and other technology. The school's LRC committee, comprised of the Librarian, Dean, Program Chair(s) and various instructors, will review the LRC holdings annually with the goal of maintaining relevant and up-to-date resource for the institution and educational programs. Care will be taken as the institution increases the number of volumes and other resources so that, rather than arbitrarily adding books, new materials will be appropriate to the curricula and needs of the students as the school grows.

VIRTUAL LIBRARY (VL)

The Virtual Library will be the primary information resource provided to benefit students at ITT Technical Institute. The ITT Tech Virtual Library uses Internet technology that is protected by a password system for entry and security. The ITT Tech Virtual Library has an extensive collection of reference and resource materials for student use on a 24-hour per day basis, 7 days per week, 365 days per year from any Web-enabled computer. Students will be able to access the ITT Tech Virtual Library from the college's LRC and from networked laboratories throughout the college. In addition to the Virtual Library's licensed collection of reference and resource information, links to Web sites of potential interest and benefit to students are provided. The following pages provide a brief summary of the more significant ITT Tech Virtual Library collections. The ITT Tech Virtual Library's collection is frequently expanded based upon new resources becoming available.

The Corporate Librarian, who has a Master of Library Science degree, manages the ITT Tech Virtual Library. She is located in Carmel, Indiana at corporate headquarters. The Corporate Librarian maintains and develops the ITT Tech Virtual Library on-line holdings through active collaboration with the system's other MLS-degreed librarians, local supervisors of the on-site library and service providers at the local level in addition to receiving information from faculty

and curriculum developers. The Corporate Librarian ensures that the ITT Tech Virtual Library complies with accreditation criteria and applicable state regulations.

The ITT Technical Institute Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the ITT Technical Institute curricula. All items are full-text unless otherwise indicated.

At the local level ITT Technical Institute will supplement the national supervision and management of the ITT Tech Virtual Library with on-site support staff. The support staff will be trained in the use of the ITT Tech Virtual Library and will be available to provide research assistance to students during the hours that the LRC is open.

VIRTUAL LIBRARY RESOURCES

REFERENCE DATABASES

Periodical Databases

The Virtual Library currently provides access to approximately 4200 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through nine databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

➤ **ProQuest**

ProQuest databases (4) provide online access to an extensive collection of technology, computing, science, and criminal justice related publications as well as access to nine national newspapers including the WALL STREET JOURNAL and the NEW YORK TIMES. Professional journals in the fields of computer networking, information technology, computer programming, e-commerce, project management, telecommunications, and other technology-related fields are included.

➤ **EbscoHost**

The EbscoHost databases (4) provide access to information on a broad range of general interest topics including business, education, computers, social sciences, health, humanities, science, and the arts. Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies.

➤ **Criminology**

This database includes the full-text of 21 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.

ENCYCLOPEDIAS

➤ **AccessScience**

A database that provides full-text search and retrieval of the 8th edition of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.

➤ **Britannica Online**

The online version of the *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, and links to pertinent Internet sites.

➤ **Encyclopedia of Electrical & Electronics Engineering**

This reference resource published by John Wiley & Sons provides information on a variety of topics ranging from fundamentals of power systems and communications to advanced applications in neural networks and robotics.

➤ **Encyclopedia of Software Engineering**

This reference resource published by John Wiley & Sons provides information regarding the issues and principles of software engineering.

➤ **Encyclopedia of Telecommunications**

This comprehensive encyclopedia published by John Wiley & Sons offers a broad overview of both the fundamentals of and recent advances in telecommunications.

➤ **Gale Virtual Reference Library**

This collection includes:

- Berkshire Encyclopedia of Human-Computer Interaction
- Business Plans Handbook, Volume 11
- Computer Sciences Encyclopedia
- Copyright for Schools: A Practical Guide
- Crime and Punishment in America Reference Library
- Encyclopedia of American Industries
- Encyclopedia of Business and Finance
- Encyclopedia of Communication and Information
- Encyclopedia of Crime and Justice
- Encyclopedia of Law Enforcement
- Encyclopedia of Prisons and Correctional Facilities
- Encyclopedia of Science, Technology and Ethics
- Encyclopedia of Small Business
- Encyclopedia of Sociology
- Encyclopedia of White-Collar and Corporate Crime
- Encyclopedia of the American Constitution
- Gale Encyclopedia of Everyday Law

- Major Acts of Congress
- National Survey of State Laws
- Supreme Court Drama: Cases That Changed America
- West's Encyclopedia of American Law
- World of Forensic Science

Dictionaries

➤ **Oxford Reference Online**

A database that enables access to 125 subject dictionaries and reference works from Oxford University Press. The database brings together content from architecture, science, computing, business, language, history, law, literature, and social sciences into a single cross-referenced resource.

Directories

➤ **Reference USA**

A directory of 12 million U.S. businesses; search by company name, location, SIC code, industry, size, and other criteria.

Business reference

➤ **Mergent Online**

This service is a suite of global business and financial information products including U.S. and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.

Many additional online reference sources are available through the Virtual Library. Our collection includes additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials. The following are a few noteworthy examples:

- **Information Please Almanac** (Almanacs)
This almanac is an excellent source for statistics, facts, and historical records on a wide range of topics including science and technology, economics, and society.
- **Dictionary of Science & Technology** (Dictionaries)
A dictionary of over 130,000 terms from 130 fields of science.
- **Merriam Webster Online** (Dictionaries)
The online version of Merriam Webster Collegiate Dictionary and Collegiate Thesaurus.
- **OneLook Dictionaries** (Dictionaries)
This site offers a search interface for over 750 general and specialized subject dictionaries.
- **Associations on the Net** (Directories)
A collection of over 1100 Internet sites providing information about professional and

trade associations, cultural and art organizations, political parties and advocacy groups, labor unions, academic societies, and research institutions.

- **Sweet's Online** (Directories)
This site offers a comprehensive database of building products and a directory of manufacturers.
- **Thomas Register of American Manufacturers** (Directories)
This database provides information about the products and services of over 156,000 companies. It includes over 7000 supplier catalogs.
- **CIA World Factbook** (Encyclopedias)
An encyclopedia of information about the countries of the world.
- **How Stuff Works** (Encyclopedias)
Illustrated articles explaining how all sorts of things work. Categories include Computers & Internet, Electronics & Communications, and Machines.
- **Internet Public Library** (Libraries)
This website provides an excellent subject directory of recommended websites.
- **LIBWEB: Library Servers via WWW** (Libraries)
- **FedStats: One Stop Shopping for Federal Statistics** (Statistics)
This site provides easy access to a full range of statistics and public information produced by over 70 federal agencies.
- **Statistical Abstract of the U.S.** (Statistics)
This publication contains a collection of statistics on social and economic conditions in the U.S. International data is also included.
- **Statistical Resources on the Web** (Statistics)
This University of Michigan site provides easy access to a variety of statistical sources on topics including health, the environment, science, business, trade, and sociology.
- **ONLINE! Citation Styles** (Style Manuals)
Information on using MLA, APA, Chicago, and CBE to cite and document sources.
- **Sources: Their Use and Acknowledgement** (Style Manuals)
This site from Dartmouth College gives specific information on why, when, and how to cite print or electronic sources.
- **TechTutorials.com** (Tutorials)
A directory of free computer and networking tutorials for the I.T. professional. The directory currently contains over 2000 tutorials.

Books

➤ **Books24x7**

The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, diagrams, and photographs of the print counterpart. The functionality of online full-text books makes them ideally

suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of 500 information technology and business-related titles.

➤ **CRC Press Collections**

EngNetBase, ForensicNetBase, and InfoSecurityNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. The InfoSecurity collection includes books on Internet and multimedia, IT management, networking communications, security and auditing, and systems and computer architecture. ForensicNetBase includes forensics, criminal justice, and law enforcement.

➤ **Ebrary**

A book database that offers full-text online access to over 20,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. This collection also features a rich database of more than 1,050 maps and additional titles in academic subject areas ranging from engineering to general reference. The Business & Economics collection includes thousands of titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection features more than 3,000 titles, over 80% of which were published in 2000 or later. This collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. The history category alone contains over 1,000 titles, with strengths in Ancient, Europe, Great Britain, and U.S. history. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.

➤ **Digital Collections**

The Virtual Library also provides links to many of the major digital collections available on the Web from publishers, colleges and universities, organizations, government, and others interested in sharing and distributing information through the Internet. Titles in these collections represent a wide variety of subjects, including technology, literature, humanities, and science. The following are a few noteworthy examples of sites that offer full-text books:

▪ **Bartleby.com: Great Books Online**

This site includes the complete text of over 30 reference titles including COLUMBIA ENCYCLOPEDIA, AMERICAN HERITAGE DICTIONARY, ROGET'S THESAURUS,

BARTLETT'S QUOTATIONS, CAMBRIDGE HISTORY, BULFINCH'S MYTHOLOGY, OXFORD ENGLISH VERSE, and the Harvard Classics.

- **GPO Access**

GPO Access is a service of the U.S. Government Printing Office that provides electronic access to a wealth of important information products produced by the Federal Government.

- **On-Line Books Page**

The On-Line Books page is a directory of books that can be freely read right on the Internet. It includes over 15,000 books and can be searched by title, author, or Library of Congress Classification.

- **Project Gutenberg**

An enormous collection of electronic texts from the public domain including the works of Shakespeare, Poe, Dante, Darwin, and thousands of others.

REFERENCE RESOURCES

The Virtual Library provides access to a selected collection of authoritative Web sites that support the curricula of the ITT Technical Institutes. The Web site links are arranged by subject and provide easy access to information relevant to coursework in all programs. An extensive collection of links in the following topics areas is available:

- | | |
|------------------------------|---------------------------------|
| ▪ Almanacs | ▪ Health |
| ▪ Arts | ▪ Job Listings |
| ▪ Business | ▪ Libraries |
| ▪ Careers | ▪ Maps |
| ▪ Certification | ▪ Mathematics |
| ▪ Computers | ▪ News |
| ▪ Copyright | ▪ Patents and Trademarks |
| ▪ Dictionaries | ▪ People |
| ▪ Directories | ▪ Physics |
| ▪ Economics | ▪ Project Management |
| ▪ Education | ▪ Quotations |
| ▪ Engineering | ▪ Science |
| ▪ Encyclopedias | ▪ Sociology |
| ▪ Ethics | ▪ Statistics |
| ▪ Government | ▪ Study Skills |
| ▪ Grammar and Writing | ▪ Style Manuals |

ADDITIONAL VIRTUAL LIBRARY RESOURCES

Ask a Librarian

The Virtual Library's Ask a Librarian is a service that provides ITT Technical Institute students, faculty, and staff with the means to seek and receive online library reference services.

ITT Tech Virtual Library users can get help with library resources any time, day or night by utilizing real time online chat. The online chat session is much like any library reference transaction – students ask their questions and librarians respond with suggestions,

explanations, and instructions. During the session, librarians and users can co-browse databases and share Web pages. Afterwards, a transcript of the session is sent to the user's e-mail address so that he/she has a record of the exchange, including links to visited Web sites. It's a great way to get quick help from any location – school, work, or home. The service is staffed by "Librarians by Request" from Tutor.com.

In addition to online chat, users can also ask questions via e-mail. The Ask a Librarian service is being utilized in both ways by students requesting assistance with reference questions, search strategies, and using online resources.

Ask a Librarian is designed to assist students, faculty, and staff to take full advantage of the electronic resources available to them through the ITT Virtual Library. The service provides online assistance to comprise the ITT Virtual Library's online collection, or help with reference questions. Course-related questions are referred to appropriate instructors or Program Chairs. In general, the Ask a Librarian service is a means of providing guidance and support for the information seeker.

Central Search

The ITT Tech Virtual Library offers a centralized search function that permits users to search across multiple databases at the same time. The tool, called Central Search, offers Basic and Advanced Searching. Users may search one, several, or all databases and then link directly to articles, books, and other resources of interest.

Student Research and Information Learning Guides

Student research guides are available through the Virtual Library to provide online assistance to students at the first stage of research. The research guides cover topics that represent common assignments made by ITT Technical Institute faculty. Relevant sources of information, both print and online, are identified. The guides serve as pathfinders for the students and are structured to assist in the development of information literacy skills. Self-paced exercises to aid in the development of information literacy skills are also available. Tutorials on various topics of interest to our student body are also provided.

My Links

A personal links service that allows students, faculty, and staff to store their favorite and frequently used Web links is provided. Each time a user enters the Virtual Library, his selected resources are available. This service improves speed and convenience during the research process.

Faculty/Staff Resources

The Virtual Library currently houses thirteen discussion forums targeted to specific staff groups. The discussion forums offer staff an easy and convenient way to communicate with colleagues regarding common questions, issues, procedures, concerns, and activities. The forums are moderated and serve as an always up-to-date conduit of information. The staff resource areas are being continuously developed to provide resources and services to support our educational mission. In addition to access to the ITT/ESI Employee Handbook, faculty and staff also have access to professional development materials, manuals, textbooks, and training materials.

Campus Suggestion Box

Students, faculty and staff are encouraged to submit their ideas to their School Director.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 23 Full-time: 3 Part-time: 20

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Autrey, Carolyn	MS	8	9 months	8		X
Crump, Ashley	MA	2	1	2		X
Duggins, David	MBA	2	3 months	0		X
Dunn, Cathleen	PhD	4	1	4		X
Edwards, David	MBA	13	1	2		X
Green, Virginia	MAFM	4	4 months	7		X
Haws, Michael	MBA	13	1	0		X
Hill, Jennifer	MA	1	9 months	2		X
Horsley, Jill	MS	5	5 months	0		X
Hoshirar, Mitra	MA	5	1	5		X
Huhner, Sheran	MBA	10	9 months	9 months		X
Lockwood, Robert	PhD	20	9 months	20		X
Manderville, Patricia	MA	5	3	5		X
McDaniel, Nathan	MBA	3	1	0		X
O'Hare, Carrie	MA	20	5 months	5 months		X
Paulin, Kelly	MEd	2	6 months	2		X
Rodgers, Angelic	PhD	6	1	6		X
Simon, Trevor	MBA	5	1	1		X
Stevenson, Carolyn	EdD	6	1	6		X
Tackett, Ryan	MS	1	11 months	0	X	
Thomas, Shelly	MBA	0	6	4	X	

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Walters, Derrick	MBA	20	11 months	0		X
Wilkerson, Mikal	MBA	4	3	2	X	

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION

(New or Renewal program)

Name of Institution ITT Technical Institute - Indianapolis

Name of Program Business Accounting Technology – Financial Accounting

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Angela M. Long, Regulatory Affairs Manager

Telephone Number 317.706.9234

Date the Form was Prepared January 10, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The fundamentals of accounting and business operations are important in many economic endeavors. The Business Accounting Technology program blends accounting concepts and skills, financial applications and elements of business with accounting technology. This blend offers students a practitioner-oriented program of study that can help them prepare to function in a variety of business atmospheres.

The Business Accounting Technology – Financial Accounting concentration includes instruction on computerized accounting, basic accounting principles and financial accounting applications. Students will have the opportunity to create, analyze and interpret financial data and statements. Upper-level courses enhance the study of accounting and expand into areas such as cost accounting and budgeting, financial analysis, taxation and auditing, and accounting information systems. The program also includes a background in business data networks, business information systems, business organization, business law, human resource management and professional communications. Critical thinking, accounting technology and professional and interpersonal communication are also elements of this program.

The Business Accounting Technology – Financial Accounting concentration can help graduates prepare for a business accounting career and pursue entry-level positions in fields involving accounting or finance. Graduates can develop knowledge and skills to work in such areas as management advisory services, income tax and auditing, budgeting, cost accounting and general accounting.

The Business Accounting Technology – Financial Accounting concentration will be offered as an online program.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Accounting Technology – Financial Accounting

TOTAL COURSE HOURS: 180 Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

LENGTH OF PROGRAM: 15 Quarters TUITION: \$72,900

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>BU111</u>	<u>Accounting I</u>	<u>4</u>
<u>BU112</u>	<u>Accounting II</u>	<u>4</u>
<u>BU121</u>	<u>Introduction to Business in a Global Society</u>	<u>4</u>
<u>BU131</u>	<u>Business and Information Systems</u>	<u>4</u>
<u>BU213</u>	<u>Financial Accounting: Reporting and Analysis</u>	<u>4</u>
<u>BU214</u>	<u>Fundamentals of Tax Preparation</u>	<u>4</u>
<u>BU222</u>	<u>Business Law and Regulation</u>	<u>4</u>
<u>BU232</u>	<u>Business and Database Applications</u>	<u>4</u>
<u>BU233</u>	<u>Business and Data Networks</u>	<u>4</u>
<u>BU241</u>	<u>Principles of Marketing</u>	<u>4</u>
<u>BU261</u>	<u>Corporate Finance</u>	<u>4</u>
<u>BU271</u>	<u>Principles of Professional Communication</u>	<u>4</u>
<u>BU315</u>	<u>Cost Accounting and Budgeting I</u>	<u>4</u>
<u>BU316</u>	<u>Cost Accounting and Budgeting II</u>	<u>4</u>
<u>BU317</u>	<u>Corporate Tax and Regulations</u>	<u>4</u>
<u>BU318</u>	<u>Accounting Practices in HR Records Management</u>	<u>4</u>
<u>BU334</u>	<u>Accounting Application to Internet Technology</u>	<u>4</u>
<u>BU352</u>	<u>Principles of Management</u>	<u>4</u>
<u>BU362</u>	<u>Financial Capital and Markets</u>	<u>4</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BU419	Auditing	4
BU424	Principles of International Economics	4
BU435	Accounting Information Systems	4
BU459	Strategic Management Project	4
BU463	Corporate Analysis and Forecasting	4
BU464	Global Finance and Accounting	4
EC311	Introduction to Project Management	4
EC312	Project Management Techniques	4
TB133	Strategies for the Technical Professional	4
TB145	Introduction to Computing	4
TB184	Problem Solving	4
TB332	Professional Procedures and Portfolio Development	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EG351	Social Psychology	4
EG371	Research Methods	4
EG372	Written Analysis	4
EG381	Statistics	4
EG462	Contemporary World Culture	4
EG468	Ethics	4
EG481	Environmental Issues	4
GE117	Composition I	4
GE127	College Mathematics I	4
GE192	College Mathematics II	4
GE217	Composition II	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE273	Microeconomics	4
GE274	Macroeconomics	4
GE347	Group Dynamics	4

Number of Credit/Clock Hrs. in Specialty Courses: 124 / 180 Percentage: 69%

Number of Credit/Clock Hrs. in General Education Courses: 56 / 180 Percentage: 31%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: N/A / N/A Percentage: N/A

Quarter-by-Quarter Outline
Business Accounting Technology – Financial Accounting

Course Number	Course Title	Credit Hours	Contact Hours		
			Theory	Lab	Total
QUARTER 1					
TB133	Strategies for the Technical Professional	4	40	0	40
TB184	Problem Solving	4	40	0	40
TB145	Introduction to Computing	4	30	20	50
QUARTER 2					
BU121	Introduction to Business in a Global Society	4	40	0	40
BU111	Accounting I	4	30	20	50
GE127	College Mathematics I	4	40	0	40
QUARTER 3					
BU112	Accounting II	4	30	20	50
BU131	Business and Information Systems	4	30	20	50
GE192	College Mathematics II	4	40	0	40
QUARTER 4					
BU213	Financial Accounting: Reporting and Analysis	4	40	0	40
BU232	Business and Database Applications	4	30	20	50
GE117	Composition I	4	40	0	40
QUARTER 5					
BU271	Principles of Professional Communication	4	40	0	40
BU261	Corporate Finance	4	40	0	40
GE217	Composition II	4	40	0	40
QUARTER 6					
BU233	Business and Data Networks	4	30	20	50
BU241	Principles of Marketing	4	40	0	40
GE273	Microeconomics	4	40	0	40
QUARTER 7					
BU214	Fundamentals of Tax Preparation	4	30	20	50
BU222	Business Law and Regulation	4	40	0	40
GE274	Macroeconomics	4	40	0	40
QUARTER 8					
TB332	Professional Procedures and Portfolio Development	4	40	0	40
BU334	Accounting Application to Internet Technology	4	30	20	50
GE347	Group Dynamics	4	40	0	40
QUARTER 9					
BU315	Cost Accounting and Budgeting I	4	40	0	40
BU352	Principles of Management	4	40	0	40
EG371	Research Methods	4	40	0	40
QUARTER 10					
EC311	Introduction to Project Management	4	40	0	40
BU316	Cost Accounting and Budgeting II	4	40	0	40
EG381	Statistics	4	40	0	40
QUARTER 11					
BU317	Corporate Tax and Regulations	4	40	0	40
EC312	Project Management Techniques	4	40	0	40
EG372	Written Analysis	4	40	0	40
QUARTER 12					
BU362	Financial Capital and Markets	4	40	0	40
BU318	Accounting Practices in HR Records Management	4	40	0	40
EG351	Social Psychology	4	40	0	40
QUARTER 13					
BU419	Auditing	4	40	0	40
BU435	Accounting Information Systems	4	30	20	50
EG468	Ethics	4	40	0	40
QUARTER 14					
BU424	Principles of International Economics	4	40	0	40
BU463	Corporate Analysis and Forecasting	4	40	0	40
EG462	Contemporary World Culture	4	40	0	40
QUARTER 15					
BU464	Global Finance and Accounting	4	40	0	40
BU459	Strategic Management Project	4	40	0	40
EG481	Environmental Issues	4	40	0	40
		180	1710	180	1890

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Learning Resource Center (LRC) is located on the second floor of the institution and is accessible by all students Monday through Friday 8:00 a.m. to 11:00 p.m. and Saturday 8:00 a.m. to 2:00 p.m. The LRC is currently staffed by a temporary individual who has library work experience. Instructors are assigned to cover additional hours until a full-time librarian and library assistant are hired.

2. Number of volumes of professional material: 1860

3. Number of professional periodicals subscribed to: 15

4. Other library facilities in close geographical proximity for student access:

Public Libraries within a 15 Mile Radius of the Indianapolis Campus	
<u>Library Name</u>	<u>Distance</u>
Archives and Historical Library	8.5
Avon Washington Township Library	14.2
Benjamin Harrison Home Research Library	10.4
Brightwood Library	13.6
Broad Ripple Library	6.1
Broadway Library	7.6
Brown Library	13.3
Brownsburg Public Library	10.9
Butler University Libraries	9.2
Carmel Clay Public Library	6.4
College Avenue Library	10.2
Eagle Library	7.6
East 38th Street Library	13.4
East Washington Library	12.2
Emerson Library	10.4
Fishers Public Library	11.2
Flanner House Library	9.6
Fountain Square Public Library	12.7
Garceau Library	1.7
Glenday Branch Library	6.8
Hamilton East Public Library	14.7
Haughville Library	10.5
Hussey Memorial Library	2.9
Indiana Cooperative Library	11.9
Indiana Professional Library	11.2
Indiana State Library	11.2
Indianapolis Central Library	11.3
Irvington Branch Library	13.3
Irwin Library	6.5
Lawrence Library	10.2
Mother Theresa Hackelmeier Memorial Library (Marion College)	9.2
Nora Library	4.4
Pike Library	3.9
Shelby Library	14.0
Sheridan Public Library	14.6
Spades Park Library	10.9
Speedway Public Library	8.7
University Library (IUPUI)	12.2
Warren Library	15.0
Wayne Library	11.8
West Indianapolis Library	12.1
Westfield Library	9.9

ITT TECHNICAL INSTITUTE, INDIANAPOLIS, INDIANA

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) at the ITT Technical Institute in Indianapolis has been designed and equipped to support the technical, career orientation and life-long learning goals of the institution's educational programs, therefore, the LRC plays a critical role in achieving the educational goals of the institution. The collection (both electronic and paper) is built on the curriculum and includes basic skills and general education holdings and a substantial amount of technical material along with general reference and periodical material selected specifically to address the needs of the student. Experience derived from more than 30 years of operation suggests there is a strong correlation between an institution's ability to retain, graduate and place students and the adequacy of the institution as measured by the volume and/or quality of the facility, equipment, library resources, staff, and support services.

All students will be required to use the LRC to complete specific course assignments and research and to complete certain personal development, career research and resume building exercises. Tutorials in mathematics and electronics will be available in the LRC. Students will indirectly acquire research and critical thinking skills as they complete assignments that require LRC usage. Additionally, it is hoped that the student will develop a broader appreciation for the value of a library that will translate to lifelong usage of this valuable resource.

Included in the LRC will be computers with a variety of software and Internet access, printers, audio-visual equipment and materials and video equipment to further enhance the learning process. The school will continue to add CD-ROM materials and other technology. The school's LRC committee, comprised of the Librarian, Dean, Program Chair(s) and various instructors, will review the LRC holdings annually with the goal of maintaining relevant and up-to-date resource for the institution and educational programs. Care will be taken as the institution increases the number of volumes and other resources so that, rather than arbitrarily adding books, new materials will be appropriate to the curricula and needs of the students as the school grows.

VIRTUAL LIBRARY (VL)

The Virtual Library will be the primary information resource provided to benefit students at ITT Technical Institute. The ITT Tech Virtual Library uses Internet technology that is protected by a password system for entry and security. The ITT Tech Virtual Library has an extensive collection of reference and resource materials for student use on a 24-hour per day basis, 7 days per week, 365 days per year from any Web-enabled computer. Students will be able to access the ITT Tech Virtual Library from the college's LRC and from networked laboratories throughout the college. In addition to the Virtual Library's licensed collection of reference and resource information, links to Web sites of potential interest and benefit to students are provided. The following pages provide a brief summary of the more significant ITT Tech Virtual Library collections. The ITT Tech Virtual Library's collection is frequently expanded based upon new resources becoming available.

The Corporate Librarian, who has a Master of Library Science degree, manages the ITT Tech Virtual Library. She is located in Carmel, Indiana at corporate headquarters. The Corporate Librarian maintains and develops the ITT Tech Virtual Library on-line holdings through active collaboration with the system's other MLS-degreed librarians, local supervisors of the on-site library and service providers at the local level in addition to receiving information from faculty

and curriculum developers. The Corporate Librarian ensures that the ITT Tech Virtual Library complies with accreditation criteria and applicable state regulations.

The ITT Technical Institute Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the ITT Technical Institute curricula. All items are full-text unless otherwise indicated.

At the local level ITT Technical Institute will supplement the national supervision and management of the ITT Tech Virtual Library with on-site support staff. The support staff will be trained in the use of the ITT Tech Virtual Library and will be available to provide research assistance to students during the hours that the LRC is open.

VIRTUAL LIBRARY RESOURCES

REFERENCE DATABASES

Periodical Databases

The Virtual Library currently provides access to approximately 4200 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through nine databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

➤ **ProQuest**

ProQuest databases (4) provide online access to an extensive collection of technology, computing, science, and criminal justice related publications as well as access to nine national newspapers including the WALL STREET JOURNAL and the NEW YORK TIMES. Professional journals in the fields of computer networking, information technology, computer programming, e-commerce, project management, telecommunications, and other technology-related fields are included.

➤ **EbscoHost**

The EbscoHost databases (4) provide access to information on a broad range of general interest topics including business, education, computers, social sciences, health, humanities, science, and the arts. Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies.

➤ **Criminology**

This database includes the full-text of 21 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.

ENCYCLOPEDIAS

➤ **AccessScience**

A database that provides full-text search and retrieval of the 8th edition of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.

➤ **Britannica Online**

The online version of the *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, and links to pertinent Internet sites.

➤ **Encyclopedia of Electrical & Electronics Engineering**

This reference resource published by John Wiley & Sons provides information on a variety of topics ranging from fundamentals of power systems and communications to advanced applications in neural networks and robotics.

➤ **Encyclopedia of Software Engineering**

This reference resource published by John Wiley & Sons provides information regarding the issues and principles of software engineering.

➤ **Encyclopedia of Telecommunications**

This comprehensive encyclopedia published by John Wiley & Sons offers a broad overview of both the fundamentals of and recent advances in telecommunications.

➤ **Gale Virtual Reference Library**

This collection includes:

- Berkshire Encyclopedia of Human-Computer Interaction
- Business Plans Handbook, Volume 11
- Computer Sciences Encyclopedia
- Copyright for Schools: A Practical Guide
- Crime and Punishment in America Reference Library
- Encyclopedia of American Industries
- Encyclopedia of Business and Finance
- Encyclopedia of Communication and Information
- Encyclopedia of Crime and Justice
- Encyclopedia of Law Enforcement
- Encyclopedia of Prisons and Correctional Facilities
- Encyclopedia of Science, Technology and Ethics
- Encyclopedia of Small Business
- Encyclopedia of Sociology
- Encyclopedia of White-Collar and Corporate Crime
- Encyclopedia of the American Constitution
- Gale Encyclopedia of Everyday Law

- Major Acts of Congress
- National Survey of State Laws
- Supreme Court Drama: Cases That Changed America
- West's Encyclopedia of American Law
- World of Forensic Science

Dictionaries

➤ **Oxford Reference Online**

A database that enables access to 125 subject dictionaries and reference works from Oxford University Press. The database brings together content from architecture, science, computing, business, language, history, law, literature, and social sciences into a single cross-referenced resource.

Directories

➤ **Reference USA**

A directory of 12 million U.S. businesses; search by company name, location, SIC code, industry, size, and other criteria.

Business reference

➤ **Mergent Online**

This service is a suite of global business and financial information products including U.S. and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.

Many additional online reference sources are available through the Virtual Library. Our collection includes additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials. The following are a few noteworthy examples:

- **Information Please Almanac** (Almanacs)
This almanac is an excellent source for statistics, facts, and historical records on a wide range of topics including science and technology, economics, and society.
- **Dictionary of Science & Technology** (Dictionaries)
A dictionary of over 130,000 terms from 130 fields of science.
- **Merriam Webster Online** (Dictionaries)
The online version of Merriam Webster Collegiate Dictionary and Collegiate Thesaurus.
- **OneLook Dictionaries** (Dictionaries)
This site offers a search interface for over 750 general and specialized subject dictionaries.
- **Associations on the Net** (Directories)
A collection of over 1100 Internet sites providing information about professional and

trade associations, cultural and art organizations, political parties and advocacy groups, labor unions, academic societies, and research institutions.

- **Sweet's Online** (Directories)
This site offers a comprehensive database of building products and a directory of manufacturers.
- **Thomas Register of American Manufacturers** (Directories)
This database provides information about the products and services of over 156,000 companies. It includes over 7000 supplier catalogs.
- **CIA World Factbook** (Encyclopedias)
An encyclopedia of information about the countries of the world.
- **How Stuff Works** (Encyclopedias)
Illustrated articles explaining how all sorts of things work. Categories include Computers & Internet, Electronics & Communications, and Machines.
- **Internet Public Library** (Libraries)
This website provides an excellent subject directory of recommended websites.
- **LIBWEB: Library Servers via WWW** (Libraries)
- **FedStats: One Stop Shopping for Federal Statistics** (Statistics)
This site provides easy access to a full range of statistics and public information produced by over 70 federal agencies.
- **Statistical Abstract of the U.S.** (Statistics)
This publication contains a collection of statistics on social and economic conditions in the U.S. International data is also included.
- **Statistical Resources on the Web** (Statistics)
This University of Michigan site provides easy access to a variety of statistical sources on topics including health, the environment, science, business, trade, and sociology.
- **ONLINE! Citation Styles** (Style Manuals)
Information on using MLA, APA, Chicago, and CBE to cite and document sources.
- **Sources: Their Use and Acknowledgement** (Style Manuals)
This site from Dartmouth College gives specific information on why, when, and how to cite print or electronic sources.
- **TechTutorials.com** (Tutorials)
A directory of free computer and networking tutorials for the I.T. professional. The directory currently contains over 2000 tutorials.

Books

➤ **Books24x7**

The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, diagrams, and photographs of the print counterpart. The functionality of online full-text books makes them ideally

suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of 500 information technology and business-related titles.

➤ **CRC Press Collections**

EngNetBase, ForensicNetBase, and InfoSecurityNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. The InfoSecurity collection includes books on Internet and multimedia, IT management, networking communications, security and auditing, and systems and computer architecture. ForensicNetBase includes forensics, criminal justice, and law enforcement.

➤ **Ebrary**

A book database that offers full-text online access to over 20,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. This collection also features a rich database of more than 1,050 maps and additional titles in academic subject areas ranging from engineering to general reference. The Business & Economics collection includes thousands of titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection features more than 3,000 titles, over 80% of which were published in 2000 or later. This collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. The history category alone contains over 1,000 titles, with strengths in Ancient, Europe, Great Britain, and U.S. history. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.

➤ **Digital Collections**

The Virtual Library also provides links to many of the major digital collections available on the Web from publishers, colleges and universities, organizations, government, and others interested in sharing and distributing information through the Internet. Titles in these collections represent a wide variety of subjects, including technology, literature, humanities, and science. The following are a few noteworthy examples of sites that offer full-text books:

▪ **Bartleby.com: Great Books Online**

This site includes the complete text of over 30 reference titles including COLUMBIA ENCYCLOPEDIA, AMERICAN HERITAGE DICTIONARY, ROGET'S THESAURUS,

BARTLETT'S QUOTATIONS, CAMBRIDGE HISTORY, BULFINCH'S MYTHOLOGY, OXFORD ENGLISH VERSE, and the Harvard Classics.

- **GPO Access**

GPO Access is a service of the U.S. Government Printing Office that provides electronic access to a wealth of important information products produced by the Federal Government.

- **On-Line Books Page**

The On-Line Books page is a directory of books that can be freely read right on the Internet. It includes over 15,000 books and can be searched by title, author, or Library of Congress Classification.

- **Project Gutenberg**

An enormous collection of electronic texts from the public domain including the works of Shakespeare, Poe, Dante, Darwin, and thousands of others.

REFERENCE RESOURCES

The Virtual Library provides access to a selected collection of authoritative Web sites that support the curricula of the ITT Technical Institutes. The Web site links are arranged by subject and provide easy access to information relevant to coursework in all programs. An extensive collection of links in the following topics areas is available:

- | | |
|------------------------------|---------------------------------|
| ▪ Almanacs | ▪ Health |
| ▪ Arts | ▪ Job Listings |
| ▪ Business | ▪ Libraries |
| ▪ Careers | ▪ Maps |
| ▪ Certification | ▪ Mathematics |
| ▪ Computers | ▪ News |
| ▪ Copyright | ▪ Patents and Trademarks |
| ▪ Dictionaries | ▪ People |
| ▪ Directories | ▪ Physics |
| ▪ Economics | ▪ Project Management |
| ▪ Education | ▪ Quotations |
| ▪ Engineering | ▪ Science |
| ▪ Encyclopedias | ▪ Sociology |
| ▪ Ethics | ▪ Statistics |
| ▪ Government | ▪ Study Skills |
| ▪ Grammar and Writing | ▪ Style Manuals |

ADDITIONAL VIRTUAL LIBRARY RESOURCES

Ask a Librarian

The Virtual Library's Ask a Librarian is a service that provides ITT Technical Institute students, faculty, and staff with the means to seek and receive online library reference services.

ITT Tech Virtual Library users can get help with library resources any time, day or night by utilizing real time online chat. The online chat session is much like any library reference transaction – students ask their questions and librarians respond with suggestions,

explanations, and instructions. During the session, librarians and users can co-browse databases and share Web pages. Afterwards, a transcript of the session is sent to the user's e-mail address so that he/she has a record of the exchange, including links to visited Web sites. It's a great way to get quick help from any location – school, work, or home. The service is staffed by "Librarians by Request" from Tutor.com.

In addition to online chat, users can also ask questions via e-mail. The Ask a Librarian service is being utilized in both ways by students requesting assistance with reference questions, search strategies, and using online resources.

Ask a Librarian is designed to assist students, faculty, and staff to take full advantage of the electronic resources available to them through the ITT Virtual Library. The service provides online assistance to comprise the ITT Virtual Library's online collection, or help with reference questions. Course-related questions are referred to appropriate instructors or Program Chairs. In general, the Ask a Librarian service is a means of providing guidance and support for the information seeker.

Central Search

The ITT Tech Virtual Library offers a centralized search function that permits users to search across multiple databases at the same time. The tool, called Central Search, offers Basic and Advanced Searching. Users may search one, several, or all databases and then link directly to articles, books, and other resources of interest.

Student Research and Information Learning Guides

Student research guides are available through the Virtual Library to provide online assistance to students at the first stage of research. The research guides cover topics that represent common assignments made by ITT Technical Institute faculty. Relevant sources of information, both print and online, are identified. The guides serve as pathfinders for the students and are structured to assist in the development of information literacy skills. Self-paced exercises to aid in the development of information literacy skills are also available. Tutorials on various topics of interest to our student body are also provided.

My Links

A personal links service that allows students, faculty, and staff to store their favorite and frequently used Web links is provided. Each time a user enters the Virtual Library, his selected resources are available. This service improves speed and convenience during the research process.

Faculty/Staff Resources

The Virtual Library currently houses thirteen discussion forums targeted to specific staff groups. The discussion forums offer staff an easy and convenient way to communicate with colleagues regarding common questions, issues, procedures, concerns, and activities. The forums are moderated and serve as an always up-to-date conduit of information. The staff resource areas are being continuously developed to provide resources and services to support our educational mission. In addition to access to the ITT/ESI Employee Handbook, faculty and staff also have access to professional development materials, manuals, textbooks, and training materials.

Campus Suggestion Box

Students, faculty and staff are encouraged to submit their ideas to their School Director.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 23 Full-time: 3 Part-time: 20

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Autrey, Carolyn	MS	8	9 months	8		X
Crump, Ashley	MA	2	1	2		X
D'Antignac, Melissa	MS	3	2 months	10 months		X
Duggins, David	MBA	2	3 months	0		X
Dunn, Cathleen	PhD	4	1	4		X
Edwards, David	MBA	13	1	2		X
Green, Virginia	MAFM	4	4 months	7		X
Haws, Michael	MBA	13	1	0		X
Hill, Eboni	MS	2	9 months	3		X
Hill, Jennifer	MA	1	9 months	2		X
Horsley, Jill	MS	5	5 months	0		X
Hoshirar, Mitra	MA	5	1	5		X
Huhner, Sheran	MBA	10	9 months	9 months		X
Lockwood, Robert	PhD	20	9 months	20		X
Manderville, Patricia	MA	5	3	5		X
McDaniel, Nathan	MBA	3	1	0		X
Paulin, Kelly	MEd	2	6 months	2		X
Rodgers, Angelic	PhD	6	1	6		X
Stevenson, Carolyn	EdD	6	1	6		X
Tackett, Ryan	MS	1	11 months	0	X	
Thomas, Shelly	MBA	0	6	4	X	

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Walters, Derrick	MBA	20	11 months	0		X
Wilkerson, Mikal	MBA	4	3	2	X	

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Name of Institution ITT Technical Institute - Indianapolis

Name of Program Business Accounting Technology – Internal Controls

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Angela M. Long, Regulatory Affairs Manager

Telephone Number 317.706.9234

Date the Form was Prepared January 10, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The fundamentals of accounting and business operations are important in many economic endeavors. The Business Accounting Technology program blends accounting concepts and skills, financial applications and elements of business with accounting technology. This blend offers students a practitioner-oriented program of study that can help them prepare to function in a variety of business atmospheres. Critical thinking, accounting technology and professional and interpersonal communication are also elements of this program.

The Business Accounting Technology – Internal Controls concentration includes instruction on computerized accounting, basic accounting principles and financial accounting applications while emphasizing procedures and processes to recognize and prevent financial fraud and improper earnings management. This concentration focuses on internal control and fraud examination conducted through auditing accounting practices and analyzing financial statements to investigate fraud indicators and earnings mismanagement.

The Business Accounting Technology – Internal Controls concentration can help students prepare for a business accounting career and pursue entry-level positions in fields involving internal controls management or financial auditing. The concentration in internal controls prepares students for careers in management accounting, budget administration, internal auditing, and independent auditing, including entry-level positions in the banking industry, financial services, insurance, or retail organization as well as in local, state, or federal governmental agencies and publicly-traded companies.

The Business Accounting Technology – Internal Controls concentration will be offered as an online program.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Business Accounting Technology – Internal Controls

TOTAL COURSE HOURS: 180 Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

LENGTH OF PROGRAM: 15 Quarters TUITION: \$72,900

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>BI370</u>	<u>Intermediate Accounting</u>	<u>4</u>
<u>BI371</u>	<u>Advanced Accounting</u>	<u>4</u>
<u>BI470</u>	<u>Internal Auditing</u>	<u>4</u>
<u>BI471</u>	<u>Forensic Accounting</u>	<u>4</u>
<u>BI472</u>	<u>Earnings Management</u>	<u>4</u>
<u>BU111</u>	<u>Accounting I</u>	<u>4</u>
<u>BU112</u>	<u>Accounting II</u>	<u>4</u>
<u>BU121</u>	<u>Introduction to Business in a Global Society</u>	<u>4</u>
<u>BU131</u>	<u>Business and Information Systems</u>	<u>4</u>
<u>BU213</u>	<u>Financial Accounting: Reporting and Analysis</u>	<u>4</u>
<u>BU214</u>	<u>Fundamentals of Tax Preparation</u>	<u>4</u>
<u>BU222</u>	<u>Business Law and Regulation</u>	<u>4</u>
<u>BU232</u>	<u>Business and Database Applications</u>	<u>4</u>
<u>BU233</u>	<u>Business and Data Networks</u>	<u>4</u>
<u>BU261</u>	<u>Corporate Finance</u>	<u>4</u>
<u>BU271</u>	<u>Principles of Professional Communication</u>	<u>4</u>
<u>BU315</u>	<u>Cost Accounting and Budgeting I</u>	<u>4</u>
<u>BU316</u>	<u>Cost Accounting and Budgeting II</u>	<u>4</u>
<u>BU317</u>	<u>Corporate Tax and Regulations</u>	<u>4</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BU334	Accounting Application to Internet Technology	4
BU362	Financial Capital and Markets	4
BU419	Auditing	4
BU435	Accounting Information Systems	4
BU459	Strategic Management Project	4
BU463	Corporate Analysis and Forecasting	4
BU464	Global Finance and Accounting	4
EC311	Introduction to Project Management	4
TB133	Strategies for the Technical Professional	4
TB145	Introduction to Computing	4
TB184	Problem Solving	4
TB332	Professional Procedures and Portfolio Development	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EG351	Social Psychology	4
EG371	Research Methods	4
EG372	Written Analysis	4
EG381	Statistics	4
EG462	Contemporary World Culture	4
EG468	Ethics	4
EG481	Environmental Issues	4
GE117	Composition I	4
GE127	College Mathematics I	4
GE192	College Mathematics II	4
GE217	Composition II	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE273	Microeconomics	4
GE274	Macroeconomics	4
GE347	Group Dynamics	4

Number of Credit/Clock Hrs. in Specialty Courses: 124 / 180 Percentage: 69%

Number of Credit/Clock Hrs. in General Education Courses: 56 / 180 Percentage: 31%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: N/A / N/A Percentage: N/A

Quarter-by-Quarter Outline
Business Accounting Technology – Internal Controls

Course Number	Course Title	Credit Hours	Contact Hours		
			Theory	Lab	Total
QUARTER 1					
TB133	Strategies for the Technical Professional	4	40	0	40
TB184	Problem Solving	4	40	0	40
BU121	Introduction to Business in a Global Society	4	40	0	40
QUARTER 2					
TB145	Introduction to Computing	4	30	20	50
BU111	Accounting I	4	30	20	50
GE117	Composition I	4	40	0	40
QUARTER 3					
BU112	Accounting II	4	30	20	50
BU131	Business and Information Systems	4	30	20	50
GE127	College Mathematics I	4	40	0	40
QUARTER 4					
BU213	Financial Accounting: Reporting and Analysis	4	40	0	40
BU232	Business and Database Applications	4	30	20	50
GE192	College Mathematics II	4	40	0	40
QUARTER 5					
BU271	Principles of Professional Communication	4	40	0	40
BU261	Corporate Finance	4	40	0	40
GE217	Composition II	4	40	0	40
QUARTER 6					
BU233	Business and Data Networks	4	30	20	50
BU222	Business Law and Regulation	4	40	0	40
GE273	Microeconomics	4	40	0	40
QUARTER 7					
BU214	Fundamentals of Tax Preparation	4	30	20	50
EC311	Introduction to Project Management	4	40	0	40
GE274	Macroeconomics	4	40	0	40
QUARTER 8					
BU315	Cost Accounting and Budgeting I	4	40	0	40
BU334	Accounting Application to Internet Technology	4	30	20	50
GE347	Group Dynamics	4	40	0	40
QUARTER 9					
BI370	Intermediate Accounting	4	30	20	50
BU316	Cost Accounting and Budgeting II	4	40	0	40
EG371	Research Methods	4	40	0	40
QUARTER 10					
BI371	Advanced Accounting	4	30	20	50
BU317	Corporate Tax and Regulations	4	40	0	40
EG381	Statistics	4	40	0	40
QUARTER 11					
BU419	Auditing	4	40	0	40
BU362	Financial Capital and Markets	4	40	0	40
EG372	Written Analysis	4	40	0	40
QUARTER 12					
BI470	Internal Auditing	4	30	20	50
BU435	Accounting Information Systems	4	30	20	50
EG351	Social Psychology	4	40	0	40
QUARTER 13					
BI471	Forensic Accounting	4	30	20	50
BU463	Corporate Analysis and Forecasting	4	40	0	40
EG468	Ethics	4	40	0	40
QUARTER 14					
BI472	Earnings Management	4	30	20	50
TB332	Professional Procedures and Portfolio Development	4	40	0	40
EG462	Contemporary World Culture	4	40	0	40
QUARTER 15					
BU464	Global Finance and Accounting	4	40	0	40
BU459	Strategic Management Project	4	40	0	40
EG481	Environmental Issues	4	40	0	40
		180	1660	280	1940

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Learning Resource Center (LRC) is located on the second floor of the institution and is accessible by all students Monday through Friday 8:00 a.m. to 11:00 p.m. and Saturday 8:00 a.m. to 2:00 p.m. The LRC is currently staffed by a temporary individual who has library work experience. Instructors are assigned to cover additional hours until a full-time librarian and library assistant are hired.

2. Number of volumes of professional material: 1860

3. Number of professional periodicals subscribed to: 15

4. Other library facilities in close geographical proximity for student access:

Public Libraries within a 15 Mile Radius of the Indianapolis Campus	
<u>Library Name</u>	<u>Distance</u>
Archives and Historical Library	8.5
Avon Washington Township Library	14.2
Benjamin Harrison Home Research Library	10.4
Brightwood Library	13.6
Broad Ripple Library	6.1
Broadway Library	7.6
Brown Library	13.3
Brownsburg Public Library	10.9
Butler University Libraries	9.2
Carmel Clay Public Library	6.4
College Avenue Library	10.2
Eagle Library	7.6
East 38th Street Library	13.4
East Washington Library	12.2
Emerson Library	10.4
Fishers Public Library	11.2
Flanner House Library	9.6
Fountain Square Public Library	12.7
Garceau Library	1.7
Glenday Branch Library	6.8
Hamilton East Public Library	14.7
Haughville Library	10.5
Hussey Memorial Library	2.9
Indiana Cooperative Library	11.9
Indiana Professional Library	11.2
Indiana State Library	11.2
Indianapolis Central Library	11.3
Irvington Branch Library	13.3
Irwin Library	6.5
Lawrence Library	10.2
Mother Theresa Hackelmeier Memorial Library (Marion College)	9.2
Nora Library	4.4
Pike Library	3.9
Shelby Library	14.0
Sheridan Public Library	14.6
Spades Park Library	10.9
Speedway Public Library	8.7
University Library (IUPUI)	12.2
Warren Library	15.0
Wayne Library	11.8
West Indianapolis Library	12.1
Westfield Library	9.9

ITT TECHNICAL INSTITUTE, INDIANAPOLIS, INDIANA

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) at the ITT Technical Institute in Indianapolis has been designed and equipped to support the technical, career orientation and life-long learning goals of the institution's educational programs, therefore, the LRC plays a critical role in achieving the educational goals of the institution. The collection (both electronic and paper) is built on the curriculum and includes basic skills and general education holdings and a substantial amount of technical material along with general reference and periodical material selected specifically to address the needs of the student. Experience derived from more than 30 years of operation suggests there is a strong correlation between an institution's ability to retain, graduate and place students and the adequacy of the institution as measured by the volume and/or quality of the facility, equipment, library resources, staff, and support services.

All students will be required to use the LRC to complete specific course assignments and research and to complete certain personal development, career research and resume building exercises. Tutorials in mathematics and electronics will be available in the LRC. Students will indirectly acquire research and critical thinking skills as they complete assignments that require LRC usage. Additionally, it is hoped that the student will develop a broader appreciation for the value of a library that will translate to lifelong usage of this valuable resource.

Included in the LRC will be computers with a variety of software and Internet access, printers, audio-visual equipment and materials and video equipment to further enhance the learning process. The school will continue to add CD-ROM materials and other technology. The school's LRC committee, comprised of the Librarian, Dean, Program Chair(s) and various instructors, will review the LRC holdings annually with the goal of maintaining relevant and up-to-date resource for the institution and educational programs. Care will be taken as the institution increases the number of volumes and other resources so that, rather than arbitrarily adding books, new materials will be appropriate to the curricula and needs of the students as the school grows.

VIRTUAL LIBRARY (VL)

The Virtual Library will be the primary information resource provided to benefit students at ITT Technical Institute. The ITT Tech Virtual Library uses Internet technology that is protected by a password system for entry and security. The ITT Tech Virtual Library has an extensive collection of reference and resource materials for student use on a 24-hour per day basis, 7 days per week, 365 days per year from any Web-enabled computer. Students will be able to access the ITT Tech Virtual Library from the college's LRC and from networked laboratories throughout the college. In addition to the Virtual Library's licensed collection of reference and resource information, links to Web sites of potential interest and benefit to students are provided. The following pages provide a brief summary of the more significant ITT Tech Virtual Library collections. The ITT Tech Virtual Library's collection is frequently expanded based upon new resources becoming available.

The Corporate Librarian, who has a Master of Library Science degree, manages the ITT Tech Virtual Library. She is located in Carmel, Indiana at corporate headquarters. The Corporate Librarian maintains and develops the ITT Tech Virtual Library on-line holdings through active collaboration with the system's other MLS-degreed librarians, local supervisors of the on-site library and service providers at the local level in addition to receiving information from faculty

and curriculum developers. The Corporate Librarian ensures that the ITT Tech Virtual Library complies with accreditation criteria and applicable state regulations.

The ITT Technical Institute Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the ITT Technical Institute curricula. All items are full-text unless otherwise indicated.

At the local level ITT Technical Institute will supplement the national supervision and management of the ITT Tech Virtual Library with on-site support staff. The support staff will be trained in the use of the ITT Tech Virtual Library and will be available to provide research assistance to students during the hours that the LRC is open.

VIRTUAL LIBRARY RESOURCES

REFERENCE DATABASES

Periodical Databases

The Virtual Library currently provides access to approximately 4200 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through nine databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

➤ **ProQuest**

ProQuest databases (4) provide online access to an extensive collection of technology, computing, science, and criminal justice related publications as well as access to nine national newspapers including the WALL STREET JOURNAL and the NEW YORK TIMES. Professional journals in the fields of computer networking, information technology, computer programming, e-commerce, project management, telecommunications, and other technology-related fields are included.

➤ **EbscoHost**

The EbscoHost databases (4) provide access to information on a broad range of general interest topics including business, education, computers, social sciences, health, humanities, science, and the arts. Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies.

➤ **Criminology**

This database includes the full-text of 21 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.

ENCYCLOPEDIAS

➤ **AccessScience**

A database that provides full-text search and retrieval of the 8th edition of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.

➤ **Britannica Online**

The online version of the *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, and links to pertinent Internet sites.

➤ **Encyclopedia of Electrical & Electronics Engineering**

This reference resource published by John Wiley & Sons provides information on a variety of topics ranging from fundamentals of power systems and communications to advanced applications in neural networks and robotics.

➤ **Encyclopedia of Software Engineering**

This reference resource published by John Wiley & Sons provides information regarding the issues and principles of software engineering.

➤ **Encyclopedia of Telecommunications**

This comprehensive encyclopedia published by John Wiley & Sons offers a broad overview of both the fundamentals of and recent advances in telecommunications.

➤ **Gale Virtual Reference Library**

This collection includes:

- Berkshire Encyclopedia of Human-Computer Interaction
- Business Plans Handbook, Volume 11
- Computer Sciences Encyclopedia
- Copyright for Schools: A Practical Guide
- Crime and Punishment in America Reference Library
- Encyclopedia of American Industries
- Encyclopedia of Business and Finance
- Encyclopedia of Communication and Information
- Encyclopedia of Crime and Justice
- Encyclopedia of Law Enforcement
- Encyclopedia of Prisons and Correctional Facilities
- Encyclopedia of Science, Technology and Ethics
- Encyclopedia of Small Business
- Encyclopedia of Sociology
- Encyclopedia of White-Collar and Corporate Crime
- Encyclopedia of the American Constitution
- Gale Encyclopedia of Everyday Law

- Major Acts of Congress
- National Survey of State Laws
- Supreme Court Drama: Cases That Changed America
- West's Encyclopedia of American Law
- World of Forensic Science

Dictionaries

➤ **Oxford Reference Online**

A database that enables access to 125 subject dictionaries and reference works from Oxford University Press. The database brings together content from architecture, science, computing, business, language, history, law, literature, and social sciences into a single cross-referenced resource.

Directories

➤ **Reference USA**

A directory of 12 million U.S. businesses; search by company name, location, SIC code, industry, size, and other criteria.

Business reference

➤ **Mergent Online**

This service is a suite of global business and financial information products including U.S. and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.

Many additional online reference sources are available through the Virtual Library. Our collection includes additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials. The following are a few noteworthy examples:

- **Information Please Almanac** (Almanacs)
This almanac is an excellent source for statistics, facts, and historical records on a wide range of topics including science and technology, economics, and society.
- **Dictionary of Science & Technology** (Dictionaries)
A dictionary of over 130,000 terms from 130 fields of science.
- **Merriam Webster Online** (Dictionaries)
The online version of Merriam Webster Collegiate Dictionary and Collegiate Thesaurus.
- **OneLook Dictionaries** (Dictionaries)
This site offers a search interface for over 750 general and specialized subject dictionaries.
- **Associations on the Net** (Directories)
A collection of over 1100 Internet sites providing information about professional and

trade associations, cultural and art organizations, political parties and advocacy groups, labor unions, academic societies, and research institutions.

- **Sweet's Online** (Directories)
This site offers a comprehensive database of building products and a directory of manufacturers.
- **Thomas Register of American Manufacturers** (Directories)
This database provides information about the products and services of over 156,000 companies. It includes over 7000 supplier catalogs.
- **CIA World Factbook** (Encyclopedias)
An encyclopedia of information about the countries of the world.
- **How Stuff Works** (Encyclopedias)
Illustrated articles explaining how all sorts of things work. Categories include Computers & Internet, Electronics & Communications, and Machines.
- **Internet Public Library** (Libraries)
This website provides an excellent subject directory of recommended websites.
- **LIBWEB: Library Servers via WWW** (Libraries)
- **FedStats: One Stop Shopping for Federal Statistics** (Statistics)
This site provides easy access to a full range of statistics and public information produced by over 70 federal agencies.
- **Statistical Abstract of the U.S.** (Statistics)
This publication contains a collection of statistics on social and economic conditions in the U.S. International data is also included.
- **Statistical Resources on the Web** (Statistics)
This University of Michigan site provides easy access to a variety of statistical sources on topics including health, the environment, science, business, trade, and sociology.
- **ONLINE! Citation Styles** (Style Manuals)
Information on using MLA, APA, Chicago, and CBE to cite and document sources.
- **Sources: Their Use and Acknowledgement** (Style Manuals)
This site from Dartmouth College gives specific information on why, when, and how to cite print or electronic sources.
- **TechTutorials.com** (Tutorials)
A directory of free computer and networking tutorials for the I.T. professional. The directory currently contains over 2000 tutorials.

Books

➤ **Books24x7**

The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, diagrams, and photographs of the print counterpart. The functionality of online full-text books makes them ideally

suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of 500 information technology and business-related titles.

➤ **CRC Press Collections**

EngNetBase, ForensicNetBase, and InfoSecurityNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. The InfoSecurity collection includes books on Internet and multimedia, IT management, networking communications, security and auditing, and systems and computer architecture. ForensicNetBase includes forensics, criminal justice, and law enforcement.

➤ **Ebrary**

A book database that offers full-text online access to over 20,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. This collection also features a rich database of more than 1,050 maps and additional titles in academic subject areas ranging from engineering to general reference. The Business & Economics collection includes thousands of titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection features more than 3,000 titles, over 80% of which were published in 2000 or later. This collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. The history category alone contains over 1,000 titles, with strengths in Ancient, Europe, Great Britain, and U.S. history. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.

➤ **Digital Collections**

The Virtual Library also provides links to many of the major digital collections available on the Web from publishers, colleges and universities, organizations, government, and others interested in sharing and distributing information through the Internet. Titles in these collections represent a wide variety of subjects, including technology, literature, humanities, and science. The following are a few noteworthy examples of sites that offer full-text books:

▪ **Bartleby.com: Great Books Online**

This site includes the complete text of over 30 reference titles including COLUMBIA ENCYCLOPEDIA, AMERICAN HERITAGE DICTIONARY, ROGET'S THESAURUS,

BARTLETT'S QUOTATIONS, CAMBRIDGE HISTORY, BULFINCH'S MYTHOLOGY, OXFORD ENGLISH VERSE, and the Harvard Classics.

- **GPO Access**

GPO Access is a service of the U.S. Government Printing Office that provides electronic access to a wealth of important information products produced by the Federal Government.

- **On-Line Books Page**

The On-Line Books page is a directory of books that can be freely read right on the Internet. It includes over 15,000 books and can be searched by title, author, or Library of Congress Classification.

- **Project Gutenberg**

An enormous collection of electronic texts from the public domain including the works of Shakespeare, Poe, Dante, Darwin, and thousands of others.

REFERENCE RESOURCES

The Virtual Library provides access to a selected collection of authoritative Web sites that support the curricula of the ITT Technical Institutes. The Web site links are arranged by subject and provide easy access to information relevant to coursework in all programs. An extensive collection of links in the following topics areas is available:

- | | |
|------------------------------|---------------------------------|
| ▪ Almanacs | ▪ Health |
| ▪ Arts | ▪ Job Listings |
| ▪ Business | ▪ Libraries |
| ▪ Careers | ▪ Maps |
| ▪ Certification | ▪ Mathematics |
| ▪ Computers | ▪ News |
| ▪ Copyright | ▪ Patents and Trademarks |
| ▪ Dictionaries | ▪ People |
| ▪ Directories | ▪ Physics |
| ▪ Economics | ▪ Project Management |
| ▪ Education | ▪ Quotations |
| ▪ Engineering | ▪ Science |
| ▪ Encyclopedias | ▪ Sociology |
| ▪ Ethics | ▪ Statistics |
| ▪ Government | ▪ Study Skills |
| ▪ Grammar and Writing | ▪ Style Manuals |

ADDITIONAL VIRTUAL LIBRARY RESOURCES

Ask a Librarian

The Virtual Library's Ask a Librarian is a service that provides ITT Technical Institute students, faculty, and staff with the means to seek and receive online library reference services.

ITT Tech Virtual Library users can get help with library resources any time, day or night by utilizing real time online chat. The online chat session is much like any library reference transaction – students ask their questions and librarians respond with suggestions,

explanations, and instructions. During the session, librarians and users can co-browse databases and share Web pages. Afterwards, a transcript of the session is sent to the user's e-mail address so that he/she has a record of the exchange, including links to visited Web sites. It's a great way to get quick help from any location – school, work, or home. The service is staffed by "Librarians by Request" from Tutor.com.

In addition to online chat, users can also ask questions via e-mail. The Ask a Librarian service is being utilized in both ways by students requesting assistance with reference questions, search strategies, and using online resources.

Ask a Librarian is designed to assist students, faculty, and staff to take full advantage of the electronic resources available to them through the ITT Virtual Library. The service provides online assistance to comprise the ITT Virtual Library's online collection, or help with reference questions. Course-related questions are referred to appropriate instructors or Program Chairs. In general, the Ask a Librarian service is a means of providing guidance and support for the information seeker.

Central Search

The ITT Tech Virtual Library offers a centralized search function that permits users to search across multiple databases at the same time. The tool, called Central Search, offers Basic and Advanced Searching. Users may search one, several, or all databases and then link directly to articles, books, and other resources of interest.

Student Research and Information Learning Guides

Student research guides are available through the Virtual Library to provide online assistance to students at the first stage of research. The research guides cover topics that represent common assignments made by ITT Technical Institute faculty. Relevant sources of information, both print and online, are identified. The guides serve as pathfinders for the students and are structured to assist in the development of information literacy skills. Self-paced exercises to aid in the development of information literacy skills are also available. Tutorials on various topics of interest to our student body are also provided.

My Links

A personal links service that allows students, faculty, and staff to store their favorite and frequently used Web links is provided. Each time a user enters the Virtual Library, his selected resources are available. This service improves speed and convenience during the research process.

Faculty/Staff Resources

The Virtual Library currently houses thirteen discussion forums targeted to specific staff groups. The discussion forums offer staff an easy and convenient way to communicate with colleagues regarding common questions, issues, procedures, concerns, and activities. The forums are moderated and serve as an always up-to-date conduit of information. The staff resource areas are being continuously developed to provide resources and services to support our educational mission. In addition to access to the ITT/ESI Employee Handbook, faculty and staff also have access to professional development materials, manuals, textbooks, and training materials.

Campus Suggestion Box

Students, faculty and staff are encouraged to submit their ideas to their School Director.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include** all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 23 Full-time: 3 Part-time: 20

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Autrey, Carolyn	MS	8	9 months	8		X
Crump, Ashley	MA	2	1	2		X
D'Antignac, Melissa	MS	3	2 months	10 months		X
Duggins, David	MBA	2	3 months	0		X
Dunn, Cathleen	PhD	4	1	4		X
Edwards, David	MBA	13	1	2		X
Green, Virginia	MAFM	4	4 months	7		X
Haws, Michael	MBA	13	1	0		X
Hill, Eboni	MS	2	9 months	3		X
Hill, Jennifer	MA	1	9 months	2		X
Horsley, Jill	MS	5	5 months	0		X
Hoshirar, Mitra	MA	5	1	5		X
Huhner, Sheran	MBA	10	9 months	9 months		X
Lockwood, Robert	PhD	20	9 months	20		X
Manderville, Patricia	MA	5	3	5		X
McDaniel, Nathan	MBA	3	1	0		X
Paulin, Kelly	MEd	2	6 months	2		X
Rodgers, Angelic	PhD	6	1	6		X
Stevenson, Carolyn	EdD	6	1	6		X
Tackett, Ryan	MS	1	11 months	0	X	
Thomas, Shelly	MBA	0	6	4	X	

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Walters, Derrick	MBA	20	11 months	0		X
Wilkerson, Mikal	MBA	4	3	2	X	

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Name of Institution ITT Technical Institute - Indianapolis

Name of Program Construction Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Angela M. Long, Regulatory Affairs Manager

Telephone Number 317.706.9234

Date the Form was Prepared January 10, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Construction Management program covers the fundamentals and offers a foundation in construction management, construction techniques and legal issues relating to the construction management field. Areas of study include building codes, site construction and measurement, construction documents, construction project management and construction safety management. The goal of the program is to help the student acquire the necessary skills to enter the workplace and be a versatile member of a construction team.

Graduates of this program may begin their careers in a variety of entry-level positions involving construction estimating, construction safety, construction project management or building code compliance.

The Construction Management program will be offered as both a residence program and an online program.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Construction Management

TOTAL COURSE HOURS: 180 Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

LENGTH OF PROGRAM: 15 Quarters TUITION: \$72,900

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>CD111</u>	<u>Introduction to Design and Drafting</u>	<u>4</u>
<u>CD121</u>	<u>Drafting/CAD Methods</u>	<u>4</u>
<u>CD130</u>	<u>Architectural Drafting I</u>	<u>4</u>
<u>CD140</u>	<u>Rapid Visualization</u>	<u>4</u>
<u>CD210</u>	<u>Engineering Graphics I</u>	<u>4</u>
<u>CD220</u>	<u>Materials and Processes</u>	<u>4</u>
<u>CD230</u>	<u>Architectural Drafting II</u>	<u>4</u>
<u>CD240</u>	<u>Descriptive Geometry</u>	<u>4</u>
<u>CD250</u>	<u>Engineering Graphics II</u>	<u>4</u>
<u>CD260</u>	<u>Digital Information Management</u>	<u>4</u>
<u>CD310</u>	<u>Civil Drafting and Intro to GIS</u>	<u>4</u>
<u>CD320</u>	<u>Basic Design Theory and Methods</u>	<u>4</u>
<u>CD331</u>	<u>Design & Drafting Capstone Project</u>	<u>4</u>
<u>CD340</u>	<u>Physical and Computer-Aided 3D Modeling</u>	<u>4</u>
<u>CM310</u>	<u>Commercial Construction Methods</u>	<u>4</u>
<u>CM320</u>	<u>Principles of Building Construction Management</u>	<u>4</u>
<u>CM330</u>	<u>Statics and Strength of Materials</u>	<u>4</u>
<u>CM340</u>	<u>Building Codes</u>	<u>4</u>
<u>CM350</u>	<u>Site Construction and Measurement</u>	<u>4</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CM360	Construction Management Information Systems	4
CM420	Construction Documents and Contracts	4
CM430	Mechanical Systems	4
CM440	Construction Project Scheduling	4
CM450	Cost Estimating and Analysis	4
CM470	Legal Issues and Construction	4
CM480	Construction Safety Management	4
EC311	Introduction to Project Management	4
TB133	Strategies for the Technical Professional	4
TB143	Introduction to Personal Computers	4
TB184	Problem Solving	4
TB332	Professional Procedures and Portfolio Development	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EG371	Research Methods	4
EG372	Written Analysis	4
EG381	Statistics	4
EG453	Political Issues and the Economy	4
EG462	Contemporary World Culture	4
EG468	Ethics	4
EG481	Environmental Issues	4
GE117	Composition I	4
GE127	College Mathematics I	4
GE192	College Mathematics II	4
GE217	Composition II	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE253	Physics	4
GE273	Microeconomics	4
GE364	Art Appreciation	4

Number of Credit/Clock Hrs. in Specialty Courses: 124 / 180 Percentage: 69%

Number of Credit/Clock Hrs. in General Education Courses: 56 / 180 Percentage: 31%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: N/A / N/A Percentage: N/A

Quarter-by-Quarter Outline Construction Management

Course Number	Course Title	Credit Hours	Contact Hours		
			Theory	Lab	Total
QUARTER 1					
TB133	Strategies for the Technical Professional	4	40	0	40
TB184	Problem Solving	4	40	0	40
TB143	Introduction to Personal Computers	4	30	20	50
QUARTER 2					
CD111	Introduction to Design and Drafting	4	30	20	50
CD121	Drafting/CAD Methods	4	30	20	50
GE127	College Mathematics I	4	40	0	40
QUARTER 3					
CD130	Architectural Drafting I	4	30	20	50
CD140	Rapid Visualization	4	30	20	50
GE192	College Mathematics II	4	40	0	40
QUARTER 4					
CD210	Engineering Graphics I	4	30	20	50
CD220	Materials and Processes	4	30	20	50
GE253	Physics	4	40	0	40
QUARTER 5					
CD230	Architectural Drafting II	4	30	20	50
CD240	Descriptive Geometry	4	30	20	50
GE117	Composition I	4	40	0	40
QUARTER 6					
CD250	Engineering Graphics II	4	30	20	50
CD260	Digital Information Management	4	30	20	50
GE217	Composition II	4	40	0	40
QUARTER 7					
CD310	Civil Drafting and Intro to GIS	4	30	20	50
CD320	Basic Design Theory and Methods	4	40	0	40
CD340	Physical and Computer-Aided 3D Modeling	4	30	20	50
QUARTER 8					
TB332	Professional Procedures and Portfolio Development	4	40	0	40
CD331	Design & Drafting Capstone Project	4	30	30	60
GE273	Microeconomics	4	40	0	40
QUARTER 9					
EC311	Introduction to Project Management	4	40	0	40
CM310	Commercial Construction Methods	4	30	20	50
EG371	Research Methods	4	40	0	40
QUARTER 10					
CM320	Principles of Building Construction Management	4	30	20	50
CM330	Statics and Strength of Materials	4	30	20	50
EG381	Statistics	4	40	0	40
QUARTER 11					
CM340	Building Codes	4	30	20	50
CM350	Site Construction and Measurement	4	30	20	50
EG372	Written Analysis	4	40	0	40
QUARTER 12					
CM360	Construction Management Information Systems	4	30	20	50
CM420	Construction Documents and Contracts	4	30	20	50
GE364	Art Appreciation	4	40	0	40
QUARTER 13					
CM430	Mechanical Systems	4	30	20	50
CM440	Construction Project Scheduling	4	30	20	50
EG468	Ethics	4	40	0	40
QUARTER 14					
CM450	Cost Estimating and Analysis	4	30	20	50
CM470	Legal Issues and Construction	4	30	20	50
EG462	Contemporary World Culture	4	40	0	40
QUARTER 15					
CM480	Construction Safety Management	4	30	20	50
EG453	Political Issues and the Economy	4	40	0	40
EG481	Environmental Issues	4	40	0	40
		180	1540	530	2070

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Learning Resource Center (LRC) is located on the second floor of the institution and is accessible by all students Monday through Friday 8:00 a.m. to 11:00 p.m. and Saturday 8:00 a.m. to 2:00 p.m. The LRC is currently staffed by a temporary individual who has library work experience. Instructors are assigned to cover additional hours until a full-time librarian and library assistant are hired.

2. Number of volumes of professional material: 1860

3. Number of professional periodicals subscribed to: 15

4. Other library facilities in close geographical proximity for student access:

Public Libraries within a 15 Mile Radius of the Indianapolis Campus	
<u>Library Name</u>	<u>Distance</u>
Archives and Historical Library	8.5
Avon Washington Township Library	14.2
Benjamin Harrison Home Research Library	10.4
Brightwood Library	13.6
Broad Ripple Library	6.1
Broadway Library	7.6
Brown Library	13.3
Brownsburg Public Library	10.9
Butler University Libraries	9.2
Carmel Clay Public Library	6.4
College Avenue Library	10.2
Eagle Library	7.6
East 38th Street Library	13.4
East Washington Library	12.2
Emerson Library	10.4
Fishers Public Library	11.2
Flanner House Library	9.6
Fountain Square Public Library	12.7
Garceau Library	1.7
Glenday Branch Library	6.8
Hamilton East Public Library	14.7
Haughville Library	10.5
Hussey Memorial Library	2.9
Indiana Cooperative Library	11.9
Indiana Professional Library	11.2
Indiana State Library	11.2
Indianapolis Central Library	11.3
Irvington Branch Library	13.3
Irwin Library	6.5
Lawrence Library	10.2
Mother Theresa Hackelmeier Memorial Library (Marion College)	9.2
Nora Library	4.4
Pike Library	3.9
Shelby Library	14.0
Sheridan Public Library	14.6
Spades Park Library	10.9
Speedway Public Library	8.7
University Library (IUPUI)	12.2
Warren Library	15.0
Wayne Library	11.8
West Indianapolis Library	12.1
Westfield Library	9.9

ITT TECHNICAL INSTITUTE, INDIANAPOLIS, INDIANA

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) at the ITT Technical Institute in Indianapolis has been designed and equipped to support the technical, career orientation and life-long learning goals of the institution's educational programs, therefore, the LRC plays a critical role in achieving the educational goals of the institution. The collection (both electronic and paper) is built on the curriculum and includes basic skills and general education holdings and a substantial amount of technical material along with general reference and periodical material selected specifically to address the needs of the student. Experience derived from more than 30 years of operation suggests there is a strong correlation between an institution's ability to retain, graduate and place students and the adequacy of the institution as measured by the volume and/or quality of the facility, equipment, library resources, staff, and support services.

All students will be required to use the LRC to complete specific course assignments and research and to complete certain personal development, career research and resume building exercises. Tutorials in mathematics and electronics will be available in the LRC. Students will indirectly acquire research and critical thinking skills as they complete assignments that require LRC usage. Additionally, it is hoped that the student will develop a broader appreciation for the value of a library that will translate to lifelong usage of this valuable resource.

Included in the LRC will be computers with a variety of software and Internet access, printers, audio-visual equipment and materials and video equipment to further enhance the learning process. The school will continue to add CD-ROM materials and other technology. The school's LRC committee, comprised of the Librarian, Dean, Program Chair(s) and various instructors, will review the LRC holdings annually with the goal of maintaining relevant and up-to-date resource for the institution and educational programs. Care will be taken as the institution increases the number of volumes and other resources so that, rather than arbitrarily adding books, new materials will be appropriate to the curricula and needs of the students as the school grows.

VIRTUAL LIBRARY (VL)

The Virtual Library will be the primary information resource provided to benefit students at ITT Technical Institute. The ITT Tech Virtual Library uses Internet technology that is protected by a password system for entry and security. The ITT Tech Virtual Library has an extensive collection of reference and resource materials for student use on a 24-hour per day basis, 7 days per week, 365 days per year from any Web-enabled computer. Students will be able to access the ITT Tech Virtual Library from the college's LRC and from networked laboratories throughout the college. In addition to the Virtual Library's licensed collection of reference and resource information, links to Web sites of potential interest and benefit to students are provided. The following pages provide a brief summary of the more significant ITT Tech Virtual Library collections. The ITT Tech Virtual Library's collection is frequently expanded based upon new resources becoming available.

The Corporate Librarian, who has a Master of Library Science degree, manages the ITT Tech Virtual Library. She is located in Carmel, Indiana at corporate headquarters. The Corporate Librarian maintains and develops the ITT Tech Virtual Library on-line holdings through active collaboration with the system's other MLS-degreed librarians, local supervisors of the on-site library and service providers at the local level in addition to receiving information from faculty

and curriculum developers. The Corporate Librarian ensures that the ITT Tech Virtual Library complies with accreditation criteria and applicable state regulations.

The ITT Technical Institute Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the ITT Technical Institute curricula. All items are full-text unless otherwise indicated.

At the local level ITT Technical Institute will supplement the national supervision and management of the ITT Tech Virtual Library with on-site support staff. The support staff will be trained in the use of the ITT Tech Virtual Library and will be available to provide research assistance to students during the hours that the LRC is open.

VIRTUAL LIBRARY RESOURCES

REFERENCE DATABASES

Periodical Databases

The Virtual Library currently provides access to approximately 4200 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through nine databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

➤ **ProQuest**

ProQuest databases (4) provide online access to an extensive collection of technology, computing, science, and criminal justice related publications as well as access to nine national newspapers including the WALL STREET JOURNAL and the NEW YORK TIMES. Professional journals in the fields of computer networking, information technology, computer programming, e-commerce, project management, telecommunications, and other technology-related fields are included.

➤ **EbscoHost**

The EbscoHost databases (4) provide access to information on a broad range of general interest topics including business, education, computers, social sciences, health, humanities, science, and the arts. Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies.

➤ **Criminology**

This database includes the full-text of 21 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.

ENCYCLOPEDIAS

➤ **AccessScience**

A database that provides full-text search and retrieval of the 8th edition of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.

➤ **Britannica Online**

The online version of the *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, and links to pertinent Internet sites.

➤ **Encyclopedia of Electrical & Electronics Engineering**

This reference resource published by John Wiley & Sons provides information on a variety of topics ranging from fundamentals of power systems and communications to advanced applications in neural networks and robotics.

➤ **Encyclopedia of Software Engineering**

This reference resource published by John Wiley & Sons provides information regarding the issues and principles of software engineering.

➤ **Encyclopedia of Telecommunications**

This comprehensive encyclopedia published by John Wiley & Sons offers a broad overview of both the fundamentals of and recent advances in telecommunications.

➤ **Gale Virtual Reference Library**

This collection includes:

- Berkshire Encyclopedia of Human-Computer Interaction
- Business Plans Handbook, Volume 11
- Computer Sciences Encyclopedia
- Copyright for Schools: A Practical Guide
- Crime and Punishment in America Reference Library
- Encyclopedia of American Industries
- Encyclopedia of Business and Finance
- Encyclopedia of Communication and Information
- Encyclopedia of Crime and Justice
- Encyclopedia of Law Enforcement
- Encyclopedia of Prisons and Correctional Facilities
- Encyclopedia of Science, Technology and Ethics
- Encyclopedia of Small Business
- Encyclopedia of Sociology
- Encyclopedia of White-Collar and Corporate Crime
- Encyclopedia of the American Constitution
- Gale Encyclopedia of Everyday Law

- Major Acts of Congress
- National Survey of State Laws
- Supreme Court Drama: Cases That Changed America
- West's Encyclopedia of American Law
- World of Forensic Science

Dictionaries

➤ **Oxford Reference Online**

A database that enables access to 125 subject dictionaries and reference works from Oxford University Press. The database brings together content from architecture, science, computing, business, language, history, law, literature, and social sciences into a single cross-referenced resource.

Directories

➤ **Reference USA**

A directory of 12 million U.S. businesses; search by company name, location, SIC code, industry, size, and other criteria.

Business reference

➤ **Mergent Online**

This service is a suite of global business and financial information products including U.S. and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.

Many additional online reference sources are available through the Virtual Library. Our collection includes additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials. The following are a few noteworthy examples:

- **Information Please Almanac** (Almanacs)
This almanac is an excellent source for statistics, facts, and historical records on a wide range of topics including science and technology, economics, and society.
- **Dictionary of Science & Technology** (Dictionaries)
A dictionary of over 130,000 terms from 130 fields of science.
- **Merriam Webster Online** (Dictionaries)
The online version of Merriam Webster Collegiate Dictionary and Collegiate Thesaurus.
- **OneLook Dictionaries** (Dictionaries)
This site offers a search interface for over 750 general and specialized subject dictionaries.
- **Associations on the Net** (Directories)
A collection of over 1100 Internet sites providing information about professional and

trade associations, cultural and art organizations, political parties and advocacy groups, labor unions, academic societies, and research institutions.

- **Sweet's Online** (Directories)
This site offers a comprehensive database of building products and a directory of manufacturers.
- **Thomas Register of American Manufacturers** (Directories)
This database provides information about the products and services of over 156,000 companies. It includes over 7000 supplier catalogs.
- **CIA World Factbook** (Encyclopedias)
An encyclopedia of information about the countries of the world.
- **How Stuff Works** (Encyclopedias)
Illustrated articles explaining how all sorts of things work. Categories include Computers & Internet, Electronics & Communications, and Machines.
- **Internet Public Library** (Libraries)
This website provides an excellent subject directory of recommended websites.
- **LIBWEB: Library Servers via WWW** (Libraries)
- **FedStats: One Stop Shopping for Federal Statistics** (Statistics)
This site provides easy access to a full range of statistics and public information produced by over 70 federal agencies.
- **Statistical Abstract of the U.S.** (Statistics)
This publication contains a collection of statistics on social and economic conditions in the U.S. International data is also included.
- **Statistical Resources on the Web** (Statistics)
This University of Michigan site provides easy access to a variety of statistical sources on topics including health, the environment, science, business, trade, and sociology.
- **ONLINE! Citation Styles** (Style Manuals)
Information on using MLA, APA, Chicago, and CBE to cite and document sources.
- **Sources: Their Use and Acknowledgement** (Style Manuals)
This site from Dartmouth College gives specific information on why, when, and how to cite print or electronic sources.
- **TechTutorials.com** (Tutorials)
A directory of free computer and networking tutorials for the I.T. professional. The directory currently contains over 2000 tutorials.

Books

➤ **Books24x7**

The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, diagrams, and photographs of the print counterpart. The functionality of online full-text books makes them ideally

suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of 500 information technology and business-related titles.

➤ **CRC Press Collections**

EngNetBase, ForensicNetBase, and InfoSecurityNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. The InfoSecurity collection includes books on Internet and multimedia, IT management, networking communications, security and auditing, and systems and computer architecture. ForensicNetBase includes forensics, criminal justice, and law enforcement.

➤ **Ebrary**

A book database that offers full-text online access to over 20,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. This collection also features a rich database of more than 1,050 maps and additional titles in academic subject areas ranging from engineering to general reference. The Business & Economics collection includes thousands of titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection features more than 3,000 titles, over 80% of which were published in 2000 or later. This collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. The history category alone contains over 1,000 titles, with strengths in Ancient, Europe, Great Britain, and U.S. history. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.

➤ **Digital Collections**

The Virtual Library also provides links to many of the major digital collections available on the Web from publishers, colleges and universities, organizations, government, and others interested in sharing and distributing information through the Internet. Titles in these collections represent a wide variety of subjects, including technology, literature, humanities, and science. The following are a few noteworthy examples of sites that offer full-text books:

▪ **Bartleby.com: Great Books Online**

This site includes the complete text of over 30 reference titles including COLUMBIA ENCYCLOPEDIA, AMERICAN HERITAGE DICTIONARY, ROGET'S THESAURUS,

BARTLETT'S QUOTATIONS, CAMBRIDGE HISTORY, BULFINCH'S MYTHOLOGY, OXFORD ENGLISH VERSE, and the Harvard Classics.

- **GPO Access**

GPO Access is a service of the U.S. Government Printing Office that provides electronic access to a wealth of important information products produced by the Federal Government.

- **On-Line Books Page**

The On-Line Books page is a directory of books that can be freely read right on the Internet. It includes over 15,000 books and can be searched by title, author, or Library of Congress Classification.

- **Project Gutenberg**

An enormous collection of electronic texts from the public domain including the works of Shakespeare, Poe, Dante, Darwin, and thousands of others.

REFERENCE RESOURCES

The Virtual Library provides access to a selected collection of authoritative Web sites that support the curricula of the ITT Technical Institutes. The Web site links are arranged by subject and provide easy access to information relevant to coursework in all programs. An extensive collection of links in the following topics areas is available:

- | | |
|------------------------------|---------------------------------|
| ▪ Almanacs | ▪ Health |
| ▪ Arts | ▪ Job Listings |
| ▪ Business | ▪ Libraries |
| ▪ Careers | ▪ Maps |
| ▪ Certification | ▪ Mathematics |
| ▪ Computers | ▪ News |
| ▪ Copyright | ▪ Patents and Trademarks |
| ▪ Dictionaries | ▪ People |
| ▪ Directories | ▪ Physics |
| ▪ Economics | ▪ Project Management |
| ▪ Education | ▪ Quotations |
| ▪ Engineering | ▪ Science |
| ▪ Encyclopedias | ▪ Sociology |
| ▪ Ethics | ▪ Statistics |
| ▪ Government | ▪ Study Skills |
| ▪ Grammar and Writing | ▪ Style Manuals |

ADDITIONAL VIRTUAL LIBRARY RESOURCES

Ask a Librarian

The Virtual Library's Ask a Librarian is a service that provides ITT Technical Institute students, faculty, and staff with the means to seek and receive online library reference services.

ITT Tech Virtual Library users can get help with library resources any time, day or night by utilizing real time online chat. The online chat session is much like any library reference transaction – students ask their questions and librarians respond with suggestions,

explanations, and instructions. During the session, librarians and users can co-browse databases and share Web pages. Afterwards, a transcript of the session is sent to the user's e-mail address so that he/she has a record of the exchange, including links to visited Web sites. It's a great way to get quick help from any location – school, work, or home. The service is staffed by "Librarians by Request" from Tutor.com.

In addition to online chat, users can also ask questions via e-mail. The Ask a Librarian service is being utilized in both ways by students requesting assistance with reference questions, search strategies, and using online resources.

Ask a Librarian is designed to assist students, faculty, and staff to take full advantage of the electronic resources available to them through the ITT Virtual Library. The service provides online assistance to comprise the ITT Virtual Library's online collection, or help with reference questions. Course-related questions are referred to appropriate instructors or Program Chairs. In general, the Ask a Librarian service is a means of providing guidance and support for the information seeker.

Central Search

The ITT Tech Virtual Library offers a centralized search function that permits users to search across multiple databases at the same time. The tool, called Central Search, offers Basic and Advanced Searching. Users may search one, several, or all databases and then link directly to articles, books, and other resources of interest.

Student Research and Information Learning Guides

Student research guides are available through the Virtual Library to provide online assistance to students at the first stage of research. The research guides cover topics that represent common assignments made by ITT Technical Institute faculty. Relevant sources of information, both print and online, are identified. The guides serve as pathfinders for the students and are structured to assist in the development of information literacy skills. Self-paced exercises to aid in the development of information literacy skills are also available. Tutorials on various topics of interest to our student body are also provided.

My Links

A personal links service that allows students, faculty, and staff to store their favorite and frequently used Web links is provided. Each time a user enters the Virtual Library, his selected resources are available. This service improves speed and convenience during the research process.

Faculty/Staff Resources

The Virtual Library currently houses thirteen discussion forums targeted to specific staff groups. The discussion forums offer staff an easy and convenient way to communicate with colleagues regarding common questions, issues, procedures, concerns, and activities. The forums are moderated and serve as an always up-to-date conduit of information. The staff resource areas are being continuously developed to provide resources and services to support our educational mission. In addition to access to the ITT/ESI Employee Handbook, faculty and staff also have access to professional development materials, manuals, textbooks, and training materials.

Campus Suggestion Box

Students, faculty and staff are encouraged to submit their ideas to their School Director.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 14 Full-time: 8 Part-time: 6

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Albin, William Todd	MA	10	21 months	0	X	
Budd, Tim E.	MBA	24	19 months	0		X
Coe, Lori G.	MBA	7	6 months	0		X
Craddock, Gregory L.	BS	11	5	6	X	
Dotson, Sandra G.	EdD	35	8	8	X	
Gordon, Dennis A.	MSITM	7	6	0		X
Idlewine, Sherry L.	MBA	24	9 months	10		X
Kumar, Vasant Bhatnagar	MA	44	21	0	X	
Lu, Ying Bruce	PhD	11	6 months	0		X
Mukerjee, Ashish B.	MS	12	8	0	X	
Rodriguez, Joseph L.	MS	19	5	6	X	
Starks-Van, Josette	MS	10	8	0	X	
Stayte, Wesley D.	MA	8	6 months	0		X
Wright, Gary O.	MS	28	7	0	X	

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INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Name of Institution ITT Technical Institute - Indianapolis

Name of Program Health Information Management

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS

Name of Person Preparing this Form Angela M. Long, Regulatory Affairs Manager

Telephone Number 317.706.9234

Date the Form was Prepared January 10, 2006

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Health Information Management program will provide opportunities for the student to learn how to design and administer health information systems; manage medical record content and coding information for patient reimbursement; develop, implement, and/or manage individual, aggregate and public healthcare data collection and reporting systems. These systems ensure the quality, integrity, availability, and preservation of healthcare data, as well as the confidentiality and security of health information.

Graduates of the Health Information Management program may pursue careers in health information management in a variety of health care settings such as hospitals, managed care organizations, long term care facilities, physician practices and health insurance companies. Entry-level positions may include health information administrator, data quality administrator, reimbursement or revenue cycle administrator and health information system administrator.

The Health Information Management program will be offered as both a residence program and an online program.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Health Information Management

TOTAL COURSE HOURS: 180 Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

LENGTH OF PROGRAM: 15 Quarters TUITION: \$72,900

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>EC311</u>	<u>Introduction to Project Management</u>	<u>4</u>
<u>HM301</u>	<u>Financial Management in Health Care Organizations</u>	<u>4</u>
<u>HM302</u>	<u>Operations Management in Health Care Organizations</u>	<u>4</u>
<u>HM303</u>	<u>Health Information Systems: Analysis and Design</u>	<u>4</u>
<u>HM304</u>	<u>Applied Statistics</u>	<u>4</u>
<u>HM305</u>	<u>Health Information Systems: Data Interoperability</u>	<u>4</u>
<u>HM306</u>	<u>Clinical Outcomes Management</u>	<u>4</u>
<u>HM307</u>	<u>Clinical Data Analytics</u>	<u>4</u>
<u>HM401</u>	<u>Alternative Site Health Information Management</u>	<u>4</u>
<u>HM402</u>	<u>Professional Practicum II</u>	<u>4</u>
<u>HM403</u>	<u>Issues in Health Information Management</u>	<u>4</u>
<u>HM411</u>	<u>Issues and Current Trends in Health Care</u>	<u>4</u>
<u>HM412</u>	<u>Capstone: Research in Health Information Management</u>	<u>4</u>
<u>HT101</u>	<u>Organization of Health Care Delivery</u>	<u>4</u>
<u>HT102</u>	<u>Introduction to the Health Care Record</u>	<u>4</u>
<u>HT103</u>	<u>Medical and Drug Terminology</u>	<u>4</u>
<u>HT104</u>	<u>Release of Personal Health Information</u>	<u>4</u>
<u>HT105</u>	<u>Anatomy and Physiology</u>	<u>4</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HT111	Human Diseases	4
HT201	Health Care Statistics	4
HT202	ICD-9-CM Coding	4
HT203	Health Care Data Sets and Specialized Registries	4
HT204	CPT Coding	4
HT205	Health Care Reimbursement Systems	4
HT206	Advanced Coding	4
HT211	Utilization, Risk and Compliance Management	4
HT212	Supervision and Personnel Management in Health Care	4
HT221	Professional Practicum I	4
IT203	Database Development	4
TB133	Strategies for the Technical Professional	4
TB145	Introduction to Computing	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EG351	Social Psychology	4
EG371	Research Methods	4
EG372	Written Analysis	4
EG453	Political Issues and the Economy	4
EG462	Contemporary World Culture	4
EG468	Ethics	4
EG481	Environmental Issues	4
GE117	Composition I	4
GE127	College Mathematics I	4
GE150	Survey of the Sciences	4
GE201	Human Biology	4
GE217	Composition II	4
GE273	Microeconomics	4
GE347	Group Dynamics	4

Number of Credit/Clock Hrs. in Specialty Courses: 124 / 180 Percentage: 69%

Number of Credit/Clock Hrs. in General Education Courses: 56 / 180 Percentage: 31%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts Courses: N/A / N/A Percentage: N/A

Quarter-by-Quarter Outline
Health Information Management

Course	Course Name	Credit	Contact Hours			
Number		Hours	Theory	Lab	Practicum	Total
QUARTER 1						
TB133	Strategies for the Technical Professional	4	40	0	0	40
TB145	Introduction to Computing	4	30	20	0	50
HT101	Organization of Health Care Delivery	4	40	0	0	40
QUARTER 2						
HT102	Introduction to the Health Care Record	4	40	0	0	40
HT103	Medical and Drug Terminology	4	30	20	0	50
GE150	Survey of the Sciences	4	40	0	0	40
QUARTER 3						
HT104	Release of Personal Health Information	4	40	0	0	40
GE201	Human Biology	4	40	0	0	40
GE117	Composition I	4	40	0	0	40
QUARTER 4						
HT105	Anatomy and Physiology	4	40	0	0	40
HT111	Human Diseases	4	30	20	0	50
GE127	College Mathematics I	4	40	0	0	40
QUARTER 5						
HT201	Health Care Statistics	4	40	0	0	40
HT202	ICD-9-CM Coding	4	30	20	0	50
IT203	Database Development	4	30	20	0	50
QUARTER 6						
HT203	Health Care Data Sets and Specialized Registries	4	40	0	0	40
HT204	CPT Coding	4	30	20	0	50
HT205	Health Care Reimbursement Systems	4	30	20	0	50
QUARTER 7						
HT211	Utilization, Risk and Compliance Management	4	30	20	0	50
HT206	Advanced Coding	4	30	20	0	50
GE347	Group Dynamics	4	40	0	0	40
QUARTER 8						
HT212	Supervision and Personnel Management in Health Care	4	40	0	0	40
GE217	Composition II	4	40	0	0	40
HT221	Professional Practicum I	4	20	0	60	80
QUARTER 9						
GE273	Microeconomics	4	40	0	0	40
HM301	Financial Management in Health Care Organizations	4	30	20	0	50
EC311	Introduction to Project Management	4	40	0	0	40
QUARTER 10						
HM302	Operations Management in Health Care Organizations	4	40	0	0	40
HM303	Health Information Systems: Analysis and Design	4	30	20	0	50
EG371	Research Methods	4	40	0	0	40
QUARTER 11						
HM304	Applied Statistics	4	30	20	0	50
HM305	Health Information Systems: Data Interoperability	4	30	20	0	50
EG372	Written Analysis	4	40	0	0	40

Course	Course Name	Credit	Contact Hours			
Number		Hours	Theory	Lab	Practicum	Total
QUARTER 12						
HM306	Clinical Outcomes Management	4	30	20	0	50
HM307	Clinical Data Analytics	4	30	20	0	50
EG468	Ethics	4	40	0	0	40
QUARTER 13						
HM401	Alternative Site Health Information Management	4	40	0	0	40
HM402	Professional Practicum II	4	20	0	60	80
EG351	Social Psychology	4	40	0	0	40
QUARTER 14						
HM403	Issues in Health Information Management	4	30	20	0	50
EG453	Political Issues and the Economy	4	40	0	0	40
EG462	Contemporary World Culture	4	40	0	0	40
QUARTER 15						
HM412	Capstone: Research in Health Information Management	4	30	20	0	50
HM411	Issues and Current Trends in Health Care	4	40	0	0	40
EG481	Environmental Issues	4	40	0	0	40
PROGRAM TOTAL		180	1590	340	120	2050

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Learning Resource Center (LRC) is located on the second floor of the institution and is accessible by all students Monday through Friday 8:00 a.m. to 11:00 p.m. and Saturday 8:00 a.m. to 2:00 p.m. The LRC is currently staffed by a temporary individual who has library work experience. Instructors are assigned to cover additional hours until a full-time librarian and library assistant are hired.

2. Number of volumes of professional material: 1860

3. Number of professional periodicals subscribed to: 15

4. Other library facilities in close geographical proximity for student access:

Public Libraries within a 15 Mile Radius of the Indianapolis Campus	
<u>Library Name</u>	<u>Distance</u>
Archives and Historical Library	8.5
Avon Washington Township Library	14.2
Benjamin Harrison Home Research Library	10.4
Brightwood Library	13.6
Broad Ripple Library	6.1
Broadway Library	7.6
Brown Library	13.3
Brownsburg Public Library	10.9
Butler University Libraries	9.2
Carmel Clay Public Library	6.4
College Avenue Library	10.2
Eagle Library	7.6
East 38th Street Library	13.4
East Washington Library	12.2
Emerson Library	10.4
Fishers Public Library	11.2
Flanner House Library	9.6
Fountain Square Public Library	12.7
Garceau Library	1.7
Glenday Branch Library	6.8
Hamilton East Public Library	14.7
Haughville Library	10.5
Hussey Memorial Library	2.9
Indiana Cooperative Library	11.9
Indiana Professional Library	11.2
Indiana State Library	11.2
Indianapolis Central Library	11.3
Irvington Branch Library	13.3
Irwin Library	6.5
Lawrence Library	10.2
Mother Theresa Hackelmeier Memorial Library (Marion College)	9.2
Nora Library	4.4
Pike Library	3.9
Shelby Library	14.0
Sheridan Public Library	14.6
Spades Park Library	10.9
Speedway Public Library	8.7
University Library (IUPUI)	12.2
Warren Library	15.0
Wayne Library	11.8
West Indianapolis Library	12.1
Westfield Library	9.9

ITT TECHNICAL INSTITUTE, INDIANAPOLIS, INDIANA

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) at the ITT Technical Institute in Indianapolis has been designed and equipped to support the technical, career orientation and life-long learning goals of the institution's educational programs, therefore, the LRC plays a critical role in achieving the educational goals of the institution. The collection (both electronic and paper) is built on the curriculum and includes basic skills and general education holdings and a substantial amount of technical material along with general reference and periodical material selected specifically to address the needs of the student. Experience derived from more than 30 years of operation suggests there is a strong correlation between an institution's ability to retain, graduate and place students and the adequacy of the institution as measured by the volume and/or quality of the facility, equipment, library resources, staff, and support services.

All students will be required to use the LRC to complete specific course assignments and research and to complete certain personal development, career research and resume building exercises. Tutorials in mathematics and electronics will be available in the LRC. Students will indirectly acquire research and critical thinking skills as they complete assignments that require LRC usage. Additionally, it is hoped that the student will develop a broader appreciation for the value of a library that will translate to lifelong usage of this valuable resource.

Included in the LRC will be computers with a variety of software and Internet access, printers, audio-visual equipment and materials and video equipment to further enhance the learning process. The school will continue to add CD-ROM materials and other technology. The school's LRC committee, comprised of the Librarian, Dean, Program Chair(s) and various instructors, will review the LRC holdings annually with the goal of maintaining relevant and up-to-date resource for the institution and educational programs. Care will be taken as the institution increases the number of volumes and other resources so that, rather than arbitrarily adding books, new materials will be appropriate to the curricula and needs of the students as the school grows.

VIRTUAL LIBRARY (VL)

The Virtual Library will be the primary information resource provided to benefit students at ITT Technical Institute. The ITT Tech Virtual Library uses Internet technology that is protected by a password system for entry and security. The ITT Tech Virtual Library has an extensive collection of reference and resource materials for student use on a 24-hour per day basis, 7 days per week, 365 days per year from any Web-enabled computer. Students will be able to access the ITT Tech Virtual Library from the college's LRC and from networked laboratories throughout the college. In addition to the Virtual Library's licensed collection of reference and resource information, links to Web sites of potential interest and benefit to students are provided. The following pages provide a brief summary of the more significant ITT Tech Virtual Library collections. The ITT Tech Virtual Library's collection is frequently expanded based upon new resources becoming available.

The Corporate Librarian, who has a Master of Library Science degree, manages the ITT Tech Virtual Library. She is located in Carmel, Indiana at corporate headquarters. The Corporate Librarian maintains and develops the ITT Tech Virtual Library on-line holdings through active collaboration with the system's other MLS-degreed librarians, local supervisors of the on-site library and service providers at the local level in addition to receiving information from faculty

and curriculum developers. The Corporate Librarian ensures that the ITT Tech Virtual Library complies with accreditation criteria and applicable state regulations.

The ITT Technical Institute Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the ITT Technical Institute curricula. All items are full-text unless otherwise indicated.

At the local level ITT Technical Institute will supplement the national supervision and management of the ITT Tech Virtual Library with on-site support staff. The support staff will be trained in the use of the ITT Tech Virtual Library and will be available to provide research assistance to students during the hours that the LRC is open.

VIRTUAL LIBRARY RESOURCES

REFERENCE DATABASES

Periodical Databases

The Virtual Library currently provides access to approximately 4200 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through nine databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

➤ **ProQuest**

ProQuest databases (4) provide online access to an extensive collection of technology, computing, science, and criminal justice related publications as well as access to nine national newspapers including the WALL STREET JOURNAL and the NEW YORK TIMES. Professional journals in the fields of computer networking, information technology, computer programming, e-commerce, project management, telecommunications, and other technology-related fields are included.

➤ **EbscoHost**

The EbscoHost databases (4) provide access to information on a broad range of general interest topics including business, education, computers, social sciences, health, humanities, science, and the arts. Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies.

➤ **Criminology**

This database includes the full-text of 21 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.

ENCYCLOPEDIAS

➤ **AccessScience**

A database that provides full-text search and retrieval of the 8th edition of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.

➤ **Britannica Online**

The online version of the *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, and links to pertinent Internet sites.

➤ **Encyclopedia of Electrical & Electronics Engineering**

This reference resource published by John Wiley & Sons provides information on a variety of topics ranging from fundamentals of power systems and communications to advanced applications in neural networks and robotics.

➤ **Encyclopedia of Software Engineering**

This reference resource published by John Wiley & Sons provides information regarding the issues and principles of software engineering.

➤ **Encyclopedia of Telecommunications**

This comprehensive encyclopedia published by John Wiley & Sons offers a broad overview of both the fundamentals of and recent advances in telecommunications.

➤ **Gale Virtual Reference Library**

This collection includes:

- Berkshire Encyclopedia of Human-Computer Interaction
- Business Plans Handbook, Volume 11
- Computer Sciences Encyclopedia
- Copyright for Schools: A Practical Guide
- Crime and Punishment in America Reference Library
- Encyclopedia of American Industries
- Encyclopedia of Business and Finance
- Encyclopedia of Communication and Information
- Encyclopedia of Crime and Justice
- Encyclopedia of Law Enforcement
- Encyclopedia of Prisons and Correctional Facilities
- Encyclopedia of Science, Technology and Ethics
- Encyclopedia of Small Business
- Encyclopedia of Sociology
- Encyclopedia of White-Collar and Corporate Crime
- Encyclopedia of the American Constitution
- Gale Encyclopedia of Everyday Law

- Major Acts of Congress
- National Survey of State Laws
- Supreme Court Drama: Cases That Changed America
- West's Encyclopedia of American Law
- World of Forensic Science

Dictionaries

➤ **Oxford Reference Online**

A database that enables access to 125 subject dictionaries and reference works from Oxford University Press. The database brings together content from architecture, science, computing, business, language, history, law, literature, and social sciences into a single cross-referenced resource.

Directories

➤ **Reference USA**

A directory of 12 million U.S. businesses; search by company name, location, SIC code, industry, size, and other criteria.

Business reference

➤ **Mergent Online**

This service is a suite of global business and financial information products including U.S. and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.

Many additional online reference sources are available through the Virtual Library. Our collection includes additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials. The following are a few noteworthy examples:

- **Information Please Almanac** (Almanacs)
This almanac is an excellent source for statistics, facts, and historical records on a wide range of topics including science and technology, economics, and society.
- **Dictionary of Science & Technology** (Dictionaries)
A dictionary of over 130,000 terms from 130 fields of science.
- **Merriam Webster Online** (Dictionaries)
The online version of Merriam Webster Collegiate Dictionary and Collegiate Thesaurus.
- **OneLook Dictionaries** (Dictionaries)
This site offers a search interface for over 750 general and specialized subject dictionaries.
- **Associations on the Net** (Directories)
A collection of over 1100 Internet sites providing information about professional and

trade associations, cultural and art organizations, political parties and advocacy groups, labor unions, academic societies, and research institutions.

- **Sweet's Online** (Directories)
This site offers a comprehensive database of building products and a directory of manufacturers.
- **Thomas Register of American Manufacturers** (Directories)
This database provides information about the products and services of over 156,000 companies. It includes over 7000 supplier catalogs.
- **CIA World Factbook** (Encyclopedias)
An encyclopedia of information about the countries of the world.
- **How Stuff Works** (Encyclopedias)
Illustrated articles explaining how all sorts of things work. Categories include Computers & Internet, Electronics & Communications, and Machines.
- **Internet Public Library** (Libraries)
This website provides an excellent subject directory of recommended websites.
- **LIBWEB: Library Servers via WWW** (Libraries)
- **FedStats: One Stop Shopping for Federal Statistics** (Statistics)
This site provides easy access to a full range of statistics and public information produced by over 70 federal agencies.
- **Statistical Abstract of the U.S.** (Statistics)
This publication contains a collection of statistics on social and economic conditions in the U.S. International data is also included.
- **Statistical Resources on the Web** (Statistics)
This University of Michigan site provides easy access to a variety of statistical sources on topics including health, the environment, science, business, trade, and sociology.
- **ONLINE! Citation Styles** (Style Manuals)
Information on using MLA, APA, Chicago, and CBE to cite and document sources.
- **Sources: Their Use and Acknowledgement** (Style Manuals)
This site from Dartmouth College gives specific information on why, when, and how to cite print or electronic sources.
- **TechTutorials.com** (Tutorials)
A directory of free computer and networking tutorials for the I.T. professional. The directory currently contains over 2000 tutorials.

Books

➤ **Books24x7**

The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, diagrams, and photographs of the print counterpart. The functionality of online full-text books makes them ideally

suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of 500 information technology and business-related titles.

➤ **CRC Press Collections**

EngNetBase, ForensicNetBase, and InfoSecurityNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. The InfoSecurity collection includes books on Internet and multimedia, IT management, networking communications, security and auditing, and systems and computer architecture. ForensicNetBase includes forensics, criminal justice, and law enforcement.

➤ **Ebrary**

A book database that offers full-text online access to over 20,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. This collection also features a rich database of more than 1,050 maps and additional titles in academic subject areas ranging from engineering to general reference. The Business & Economics collection includes thousands of titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection features more than 3,000 titles, over 80% of which were published in 2000 or later. This collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. The history category alone contains over 1,000 titles, with strengths in Ancient, Europe, Great Britain, and U.S. history. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.

➤ **Digital Collections**

The Virtual Library also provides links to many of the major digital collections available on the Web from publishers, colleges and universities, organizations, government, and others interested in sharing and distributing information through the Internet. Titles in these collections represent a wide variety of subjects, including technology, literature, humanities, and science. The following are a few noteworthy examples of sites that offer full-text books:

▪ **Bartleby.com: Great Books Online**

This site includes the complete text of over 30 reference titles including COLUMBIA ENCYCLOPEDIA, AMERICAN HERITAGE DICTIONARY, ROGET'S THESAURUS,

BARTLETT'S QUOTATIONS, CAMBRIDGE HISTORY, BULFINCH'S MYTHOLOGY, OXFORD ENGLISH VERSE, and the Harvard Classics.

- **GPO Access**

GPO Access is a service of the U.S. Government Printing Office that provides electronic access to a wealth of important information products produced by the Federal Government.

- **On-Line Books Page**

The On-Line Books page is a directory of books that can be freely read right on the Internet. It includes over 15,000 books and can be searched by title, author, or Library of Congress Classification.

- **Project Gutenberg**

An enormous collection of electronic texts from the public domain including the works of Shakespeare, Poe, Dante, Darwin, and thousands of others.

REFERENCE RESOURCES

The Virtual Library provides access to a selected collection of authoritative Web sites that support the curricula of the ITT Technical Institutes. The Web site links are arranged by subject and provide easy access to information relevant to coursework in all programs. An extensive collection of links in the following topics areas is available:

- | | |
|------------------------------|---------------------------------|
| ▪ Almanacs | ▪ Health |
| ▪ Arts | ▪ Job Listings |
| ▪ Business | ▪ Libraries |
| ▪ Careers | ▪ Maps |
| ▪ Certification | ▪ Mathematics |
| ▪ Computers | ▪ News |
| ▪ Copyright | ▪ Patents and Trademarks |
| ▪ Dictionaries | ▪ People |
| ▪ Directories | ▪ Physics |
| ▪ Economics | ▪ Project Management |
| ▪ Education | ▪ Quotations |
| ▪ Engineering | ▪ Science |
| ▪ Encyclopedias | ▪ Sociology |
| ▪ Ethics | ▪ Statistics |
| ▪ Government | ▪ Study Skills |
| ▪ Grammar and Writing | ▪ Style Manuals |

ADDITIONAL VIRTUAL LIBRARY RESOURCES

Ask a Librarian

The Virtual Library's Ask a Librarian is a service that provides ITT Technical Institute students, faculty, and staff with the means to seek and receive online library reference services.

ITT Tech Virtual Library users can get help with library resources any time, day or night by utilizing real time online chat. The online chat session is much like any library reference transaction – students ask their questions and librarians respond with suggestions,

explanations, and instructions. During the session, librarians and users can co-browse databases and share Web pages. Afterwards, a transcript of the session is sent to the user's e-mail address so that he/she has a record of the exchange, including links to visited Web sites. It's a great way to get quick help from any location – school, work, or home. The service is staffed by "Librarians by Request" from Tutor.com.

In addition to online chat, users can also ask questions via e-mail. The Ask a Librarian service is being utilized in both ways by students requesting assistance with reference questions, search strategies, and using online resources.

Ask a Librarian is designed to assist students, faculty, and staff to take full advantage of the electronic resources available to them through the ITT Virtual Library. The service provides online assistance to comprise the ITT Virtual Library's online collection, or help with reference questions. Course-related questions are referred to appropriate instructors or Program Chairs. In general, the Ask a Librarian service is a means of providing guidance and support for the information seeker.

Central Search

The ITT Tech Virtual Library offers a centralized search function that permits users to search across multiple databases at the same time. The tool, called Central Search, offers Basic and Advanced Searching. Users may search one, several, or all databases and then link directly to articles, books, and other resources of interest.

Student Research and Information Learning Guides

Student research guides are available through the Virtual Library to provide online assistance to students at the first stage of research. The research guides cover topics that represent common assignments made by ITT Technical Institute faculty. Relevant sources of information, both print and online, are identified. The guides serve as pathfinders for the students and are structured to assist in the development of information literacy skills. Self-paced exercises to aid in the development of information literacy skills are also available. Tutorials on various topics of interest to our student body are also provided.

My Links

A personal links service that allows students, faculty, and staff to store their favorite and frequently used Web links is provided. Each time a user enters the Virtual Library, his selected resources are available. This service improves speed and convenience during the research process.

Faculty/Staff Resources

The Virtual Library currently houses thirteen discussion forums targeted to specific staff groups. The discussion forums offer staff an easy and convenient way to communicate with colleagues regarding common questions, issues, procedures, concerns, and activities. The forums are moderated and serve as an always up-to-date conduit of information. The staff resource areas are being continuously developed to provide resources and services to support our educational mission. In addition to access to the ITT/ESI Employee Handbook, faculty and staff also have access to professional development materials, manuals, textbooks, and training materials.

Campus Suggestion Box

Students, faculty and staff are encouraged to submit their ideas to their School Director.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 0 **Full-time:** 0 **Part-time:** 0

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
<p>New faculty for the proposed program will be hired approximately one (1) month in advance of the program start date so that they can familiarize themselves with the curriculum. Consequently, the application does not contain any Instructor Qualification Records. As an institution regulated by the Indiana Commission on Proprietary Education, the Indianapolis campus will comply with standards relative to faculty qualifications.</p>						